

## PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	DUHAY		
FIRST NAME	GIL		NAME EXTENSION (JR., SR)
MIDDLE NAME	LONTOC		
3. DATE OF BIRTH (mm/dd/yyyy)	09/01/2000	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	DULAG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A CALIPAYAN Subdivision/Village Barangay DULAG LEYTE City/Municipality Province ZIP CODE 6505
7. HEIGHT (m)	1.62	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A CALIPAYAN Subdivision/Village Barangay DULAG LEYTE City/Municipality Province ZIP CODE 6505
8. WEIGHT (kg)	57		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-025607501-7		
13. SSS NO.	06-4714247-3	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	0956-681-0688
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	gduhay143@gmail.com / glduhay@up.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DUHAY			
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAUNTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	LONTOC			
FIRST NAME	CRISTINA			
MIDDLE NAME	TUMACA			
(Continue on separate sheet if necessary)				

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CALIPAYAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	SALUTATORIAN
SECONDARY	DULAG NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL	2012	2016	GRADUATED	2016	WITH HONORS
	DULAG NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL (Humanities and Social Sciences)	2016	2018	GRADUATED	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SCIENCE IN BIOLOGY major in MEDICAL BIOLOGY	2018	2022	GRADUATED	2022	CUM LAUDE & CHED StwFAP SCHOLAR
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES Tacloban	MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE major in ENVIRONMENTAL CHEMISTRY & TOXICOLOGY	2023	PRESENT	6 UNITS	ON GOING	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 06, 2024
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[illegible]

## V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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[illegible]

SIGNATURE	28.11	DATE	
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<b>SIGNATURE</b>		<b>DATE</b>	February 06, 2024
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	UP Envisage- The Environmental Science Society of UPVTC- UP Tacloban	2023	PRESENT	N/A	MEMBER
	Barangay Pastoral Council- Calipayan, Dulag, Leyte	2022	PRESENT	N/A	LECTOR/COMMENTATOR
	Science Questers Unlimited- Leyte Normal University Tacloban, City	2021	2022	N/A	VICE PRESIDENT
	Science Questers Unlimited- Leyte Normal University Tacloban, City	2019	2021	N/A	SECRETARY
	Calipayan Youth Organization	2016	2017	N/A	AUDITOR
	Supreme Pupil Government- Calipayan Elementary School	2011	2012	N/A	PRESIDENT

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ART CRAFTING	N/A	SCIENCE QUESTERS UNLIMITED- Leyte Normal University
CRITICAL THINKING		UP Envisage- The Environmental Science Society of UPVC- UP Tacloban
ADAPTABILITY		
ATTENTION TO DETAIL		

(Continue on separate sheet if necessary)

February 06, 2024

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): \_\_\_\_\_

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

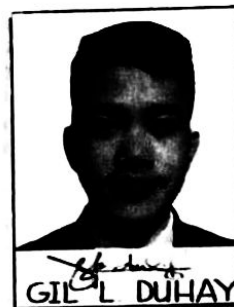
c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MARY SOL A. CATAN	TANAUAN, LEYTE	9565341960
FETTILYN GRACE B. CUARTELA	BURAUEN, LEYTE	9484698988
MARIEL A. DIAZ	TABON-TABON, LEYTE	9519020704

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



PHOTO



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PhilHealth ID

ID/License/Passport No.: 13-625007501-7

Date/Place of Issuance: TACLOBAN CITY

Signature (Sign inside the box)

01-06-2014

Date Accomplished

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above

Person Administering Oath