

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  FIRST NAME  MIDDLE NAME	R E Q U I E Z		
	A U B R E Y L O I S		
	M O R A		
3. DATE OF BIRTH (mm/dd/yyyy)	08/29/1996	16. CITIZENSHIP  If holder of dual citizenship,  please indicate the details.	<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	PALO, LEYTE		
5. SEX	<input type="checkbox"/> Male <input checked="" 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          ZIP CODE	House/Block/Lot No. Street SAN JOAQUIN
7. HEIGHT (m)			Subdivision/Village Barangay PALO LEYTE
8. WEIGHT (kg)			City/Municipality Province 6501
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212 4477 3108	18. PERMANENT ADDRESS          ZIP CODE	House/Block/Lot No. Street SAN JOAQUIN
12. PHILHEALTH NO.	13-250538152-5		Subdivision/Village Barangay PALO LEYTE
13. SSS NO.	06-4250105-1		City/Municipality Province 6501
14. TIN NO.	747 691 363	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.		20. MOBILE NO.	09052981635
		21. E-MAIL ADDRESS (if any)	<a href="mailto:aubreyloisrequiez@gmail.com">aubreyloisrequiez@gmail.com</a>

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
		NAME EXTENSION (JR., SR)		
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME	REQUIEZ			
	RODELIO			
	DURANA			
25. MOTHER'S MAIDEN NAME  SURNAME  FIRST NAME  MIDDLE NAME				
	MORA			
	MA. BETHZAIDA			
	PARADO	(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	SAN JOAQUIN CENTRAL SCHOOL	PRIMARY EDUCATION	JUNE 2002	MARCH 2008	Graduated	2008	WITH HONORS
SECONDARY	ASSUMPTION ACADEMY	HIGH SCHOOL	JUNE 2008	MARCH 2012	Graduated	2012	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BACHELOR OF ARTS IN PSYCHOLOGY	JUNE 2012	JUNE 2016	Graduated	2016	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 17, 2020
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IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
					NUMBER	Date of Validity		
	CAREER SERVICE PROFESSIONAL	83.42	10/23/2016	TACLOBAN CITY	327863			
(Continue on separate sheet if necessary)								
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 (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	03/2019	06/2019	CUSTOMER SERVICE REPRESENTATIVE	TELEPERFORMANCE	14000.00		CONTRACTUAL	N
	06/2019	06/2020	ENGLISH TUTOR	ENGLISHCENTRAL	10000.00		PERMANENT	N
	11/2020	PRESENT	VIRTUAL ASSISTANT	INSTANT LEVERAGE	16000.00		FREELANCE	N
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	SEPTEMBER 17, 2020			

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			

[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)
COMPUTER LITERATE	N/A	N/A
READING		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>SEPTEMBER 17, 2020</b>
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