

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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.

(Do not fill up for CSC use only)

PERSONAL INFORMATION							
1. SURNAME	JALON		NAME EXTENSION (LR, SR)				
FIRST NAME	KYLA ISABELLE						
MIDDLE NAME	URGEL						
3. DATE OF BIRTH (month/year)	NOV 09, 2001		16. CITIZENSHIP		☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country		
4. PLACE OF BIRTH	Hilongos, Leyte		If holder of dual citizenship, please indicate the details.				
5. SEX	☐ Male ☒ Female						
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:		17. RESIDENTIAL ADDRESS				
7. HEIGHT (in)	151		House/Block/Lot No. Street				
8. WEIGHT (kg)	51		Subdivision/Village City/Municipality ZIP CODE				
9. BLOOD TYPE	O		Hilongos Leyte				
10. ODS ID NO.			18. PERMANENT ADDRESS				
11. PAG-IBIG ID NO.	121943836249		House/Block/Lot No. Street				
12. PHILHEALTH NO.	R-026198365-5		Subdivision/Village City/Municipality ZIP CODE				
13. SIS NO.	06-4884450-5		Hilongos Leyte				
14. TIN NO.	652-883-714-00000		19. TELEPHONE NO.				
15. AGENCY EMPLOYEE NO.			20. MOBILE NO.				
			21. E-MAIL ADDRESS (if any)				
			calanbylaizabelle@gmail.com				
FAMILY BACKGROUND							
22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)			DATE OF BIRTH (month/year)	
FIRST NAME							
MIDDLE NAME							
OCCUPATION							
EMPLOYER/BUSINESS NAME							
BUSINESS ADDRESS							
TELEPHONE NO.							
24. FATHER'S SURNAME	JALON						
FIRST NAME	MARCELO		NAME EXTENSION (LR, SR)				
MIDDLE NAME	ALEXANDRA		JK				
25. MOTHER'S MAIDEN NAME							
SURNAME	URGEL						
FIRST NAME	MARBARITA						
MIDDLE NAME	PAULO						
(Continue on separate sheet if necessary)							
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	LIBERTY ELEMENTARY SCH		2009	2014		2014	WITH HONORS
SECONDARY	HILONGOS NATIONAL VOLUNTARY CENTER		2014	2020		2020	WITH HONORS
VOCATIONAL / TRADE COURSE							
COLLEGE	SOUTHERN LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN IT	2020	2024		2024	WITH HONORS
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		08-07-2024		

[illegible]

[illegible]

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? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____															
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: _____ ☐ 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)? 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: _____ ☐ 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? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☐ YES ☒ NO If YES, please specify ID No: _____															
41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.												
NAME	ADDRESS	TEL. NO.														
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.																
Government Issued ID (i.e. Passport, GSIS, SSIS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: _____ ID License/Passport No: _____ Date/Place of Issuance: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) 05-07-2024 Date Accomplished </td> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) 05-07-2024 Date Accomplished	 Right Thumbmark													
 Signature (Sign inside the box) 05-07-2024 Date Accomplished	 Right Thumbmark															
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																