

# 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                    | MACAYAN                                                                                                                                                                                 |                                                             |                                                                                                                                                                                                  |
| FIRST NAME                    | JETRO                                                                                                                                                                                   | NAME EXTENSION (JR., SR)                                    |                                                                                                                                                                                                  |
| MIDDLE NAME                   | LORICA                                                                                                                                                                                  |                                                             |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 12/25/1998                                                                                                                                                                              | 16. CITIZENSHIP                                             | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | ALANGALANG, 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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality SAN ANTONIO FARM Province<br>ALANGALANG, LEYTE                                                                   |
| 7. HEIGHT (m)                 | 1.68                                                                                                                                                                                    | ZIP CODE                                                    |                                                                                                                                                                                                  |
| 8. WEIGHT (kg)                | 71                                                                                                                                                                                      | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality SAN ANTONIO FARM Province<br>ALANGALANG LEYTE                                                                    |
| 9. BLOOD TYPE                 |                                                                                                                                                                                         | 19. TELEPHONE NO.                                           |                                                                                                                                                                                                  |
| 10. GSIS ID NO.               |                                                                                                                                                                                         | 20. MOBILE NO.                                              | 09693308012                                                                                                                                                                                      |
| 11. PAG-IBIG ID NO.           | 121251770679                                                                                                                                                                            | 21. E-MAIL ADDRESS (if any)                                 | jetmacayan@gmail.com                                                                                                                                                                             |
| 12. PHILHEALTH NO.            | 132502637790                                                                                                                                                                            |                                                             |                                                                                                                                                                                                  |
| 13. SSS NO.                   | 3485230010                                                                                                                                                                              |                                                             |                                                                                                                                                                                                  |
| 14. TIN NO.                   | 746916712                                                                                                                                                                               |                                                             |                                                                                                                                                                                                  |
| 15. AGENCY EMPLOYEE NO.       |                                                                                                                                                                                         |                                                             |                                                                                                                                                                                                  |

## 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                                                 |                            |
| MIDDLE NAME              | N/A          |                          |                                                     |                            |
| OCCUPATION               | N/A          |                          |                                                     |                            |
| EMPLOYER/BUSINESS NAME   | N/A          |                          |                                                     |                            |
| BUSINESS ADDRESS         | N/A          |                          |                                                     |                            |
| TELEPHONE NO.            | N/A          |                          |                                                     |                            |
| 24. FATHER'S SURNAME     | MACAYAN      |                          |                                                     |                            |
| FIRST NAME               | EDGARDO      | SR.                      |                                                     |                            |
| MIDDLE NAME              | GLORE        |                          |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME |              |                          |                                                     |                            |
| SURNAME                  | MACAYAN      |                          |                                                     |                            |
| FIRST NAME               | MA. LILIBETH |                          |                                                     |                            |
| MIDDLE NAME              | LORICA       |                          | (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                | M. CASAS ES                    |                                               |                      |           |                                                | 2011           | With Honors                           |
| SECONDARY                 | ALANGALANG NHS                 |                                               |                      |           |                                                | 2015           | Class Achiever                        |
| VOCATIONAL / TRADE COURSE | CALL CENTER ACADEMY            | CONTACT SERVICE TRAINING                      | 8/9/2021             | 9/21/2021 |                                                | 2021           | With Honors                           |
| COLLEGE                   | LEYTE NORMAL UNIVERSITY        | BSED SOCIAL STUDIES                           | 4/15/2015            | 5/23/2019 |                                                | 2019           | Practicum Awardee                     |
| GRADUATE STUDIES          | LEYTE NORMAL UNIVERSITY        | MA SOCIAL SCIENCES                            | 2/18/2022            | PRESENT   |                                                |                |                                       |

SIGNATURE



JETROL L. MACAYAN

7/2/2022

[illegible]

(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.*

[illegible]

**SIGNATURE**

*Jonica*  
JETROL L. MACAYAN

7/2/2022

7/2/2022

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

| NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |    | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|---------------------------------------------------|---------------------------------|----|-----------------|---------------------------|
|                                                   | From                            | To |                 |                           |
|                                                   |                                 |    |                 |                           |
|                                                   |                                 |    |                 |                           |
|                                                   |                                 |    |                 |                           |
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|                                                   |                                 |    |                 |                           |
|                                                   |                                 |    |                 |                           |
|                                                   |                                 |    |                 |                           |

(Continue on separate sheet if necessary)

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

| TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full)                                          | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |           | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|-----------------|---------------------------------------------------------------|--------------------------------------------|
|                                                                                                                               | From                                          | To        |                 |                                                               |                                            |
| DIGITAL TAYO SERIES: DIGITAL PARENTING                                                                                        | 8/30/2021                                     | 8/30/2021 | 2.0             | Technical                                                     | DICT MINDANAO                              |
| DIGITAL TAYO SERIES: PROTECTING YOUR DIGITAL FOOTPRINTS                                                                       | 8/30/2021                                     | 8/30/2021 | 2.0             | Technical                                                     | DICT MINDANO                               |
| COMPUTER HARDWARE                                                                                                             | 8/23/2021                                     | 8/24/2021 | 16.0            | Technical                                                     | DICT MINDANAO                              |
| VSUEE WEBINAR-WORKSHOP                                                                                                        | 2/9/2022                                      | 2/10/2022 | 16.0            |                                                               | VSU-BAYBAY                                 |
| VSU FACULTY ON BOARDING                                                                                                       | 2/7/2022                                      | 2/8/2022  | 16.0            |                                                               | VSU-BAYBAY                                 |
| A SYMPOSIUM: VOTER'S EDUCATION AND THE MANY FACES OF DEMOCRACY                                                                | 6/2/2022                                      | 6/3/2022  | 16.0            |                                                               | DLABS                                      |
| THE INTERNATIONAL FORUM ON RESEARCH AND EDUCATION FOR SUSTAINABLE EDUCATION                                                   | 3/11/2022                                     | 3/11/2022 | 3.0             |                                                               | LNU                                        |
| ANINGAL GAD WEBINAR DUBBED AS RESONATING VOICES                                                                               | 3/11/2022                                     | 3/11/2022 | 3.0             |                                                               | LNU                                        |
| PNPKI AND CYBERSECURITY DATA PRIVACY ORIENTATION WITH COMELEC                                                                 | 2/8/2022                                      | 2/8/2022  | 8.0             |                                                               | DICT LUZON                                 |
| MANDATORY ORIENTATION AND REORIENTATION OF ACADEMIC ADVISERS, DEPARTMENT ENROLLMENT FOCAL PERSONS, AND COLLEGE HOTLINE AGENTS | 2/3/2022                                      | 2/3/2022  | 8.0             |                                                               | VSU-BAYBAY                                 |
| WORKSHOP ON COURSE MODULE DEVELOPMENT                                                                                         | 7/2/2022                                      | 7/2/2022  | 2.0             | Technical                                                     | DICT MINDANAO                              |
| TEACHING AND LEARNING IN THE TIME OF COVID 19: OPTIONS, DIRECTIONS, AND CHALLENGES                                            | 7/3/2022                                      | 7/3/2022  | 1.0             | Technical                                                     | DICT MINDANAO                              |
| EMEGENCY PREPAREDNESS AND RESPONSE                                                                                            | 7/4/2022                                      | 7/4/2022  | 1.0             |                                                               | UNICEF                                     |
| OFFLINE TECHNOLOGIES FOR REMOTE TEACHING AND LEARNING                                                                         | 7/7/2022                                      | 7/4/2022  | 1.0             |                                                               | DICT MINDANAO                              |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |
|                                                                                                                               |                                               |           |                 |                                                               |                                            |

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

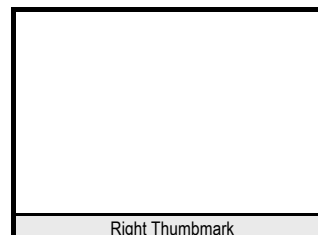
| SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|----------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| Singing                    | 2nd Placer: Brgy. Teen Category                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |
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|                            |                                                                |                                                               |

|           |                                                                                     |          |
|-----------|-------------------------------------------------------------------------------------|----------|
| SIGNATURE |  | 2/7/2022 |
|-----------|-------------------------------------------------------------------------------------|----------|

| <p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>                                                                                                                     | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>                                                                                                                                                                    |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------|----------|-----------------------|-----|--------------------------|---------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>                                                                                                                                                                                                                                                                                                                                                                   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>e _____</p> <p>of Case/s: _____</p>                                                                                          |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>                                                                                                                                                                                                                                                                                                                                                                     | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>                                                                                                                                                                                                                                               |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>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?</p>                                                                                                                                                                                                                                                  | <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Resignation for My LET EXAM</p>                                                                                                                                                                                |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>                                                                                                                                                                                       | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>, give details: _____</p>                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>                                                                                                                                                                                                                                                                                                                                                                                                           | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>                                                                                                                                                                                                                                     |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>                                                                                                                                                                      | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <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> </tbody> </table>                                               |                                                                                                                                                                                                                                                                                                                                                             | NAME     | ADDRESS                                        | TEL. NO. |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ADDRESS                                                                                                                                                                                                                                                                                                                                                     | TEL. NO. |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>1891421</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>2/3/2022- TACLOBAN CITY</td> </tr> </table>                                   | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)                                                                                                                                                                                                                                                                                |          | PLEASE INDICATE ID Number and Date of Issuance |          | Government Issued ID: | PRC | ID/License/Passport No.: | 1891421 | Date/Place of Issuance: | 2/3/2022- TACLOBAN CITY | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <br/> <b>JETROL L. MACAYAN</b><br/> Applicant </td> </tr> <tr> <td style="text-align: center;"> 2/7/2022<br/> Date Accomplished </td> </tr> </table> | <br><b>JETROL L. MACAYAN</b><br>Applicant | 2/7/2022<br>Date Accomplished |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| PLEASE INDICATE ID Number and Date of Issuance                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| Government Issued ID:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PRC                                                                                                                                                                                                                                                                                                                                                         |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| ID/License/Passport No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1891421                                                                                                                                                                                                                                                                                                                                                     |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| Date/Place of Issuance:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2/3/2022- TACLOBAN CITY                                                                                                                                                                                                                                                                                                                                     |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <br><b>JETROL L. MACAYAN</b><br>Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| 2/7/2022<br>Date Accomplished                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto; text-align: center; padding-top: 10px;"> Person Administering Oath </div>                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                             |          |                                                |          |                       |     |                          |         |                         |                         |                                                                                                                                                                                                                                                               |                                           |                               |



PHOTO



Right Thumbmark