

## 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	FRANCISCO		
FIRST NAME	JOAN	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	BALUGO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/21/2001	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	HINDANG, LEYTE	If holder of dual citizenship, please indicate the details.	
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	325 GAPAELA ST. House/Block/Lot No. Street N/A DOOC DEL NORTE Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6523
8. WEIGHT (kg)	55	18. PERMANENT ADDRESS	325 GAPAELA ST. House/Block/Lot No. Street N/A DOOC DEL NORTE Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
9. BLOOD TYPE	UNKNOWN	ZIP CODE	6523
10. GSSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121327422419	20. MOBILE NO.	09517085590
12. PHILHEALTH NO.	13-251941269-5	21. E-MAIL ADDRESS (if any)	fjoanb21@gmail.com
13. SSS NO.	06-4659192-8		
14. TIN NO.	661-390-177		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

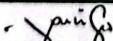
22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.)	N/A	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	FRANCISCO			
FIRST NAME	FRANKLIN	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	LABON			
25. MOTHER'S MAIDEN NAME				
SURNAME	BALUGO			
FIRST NAME	TERESITA			
MIDDLE NAME	ALBESA			

(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	DOOC ELEMENTARY SCHOOL	N/A	2007	2013		2013	2ND HONOR
SECONDARY	BONTOC NATIONAL HIGH SCHOOL	N/A	2013	2019		2019	WITH HIGH HONORS
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2019	2023		2023	MAGNA CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/23/2025
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	1/23/2025
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[illegible]

(Continue on separate sheet if necessary)

[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)
LEADERSHIP SKILLS	N/A	N/A
ORGANIZATION SKILLS		
FAST LEARNER		
PLAYING WITH MY PETS		

(Continue on separate sheet if necessary)

1/23/2025



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: end of term

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)

NAME	ADDRESS	TEL. NO.
MARLEA P. MUNEZ	BAYBAY CITY, LEYTE	09621256865
BRYAN R. GAPACIN	BAYBAY CITY, LEYTE	09504142556
ARTURO E. PAGA	HILONGOS, LEYTE	09471518204

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, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PHILSYS ID

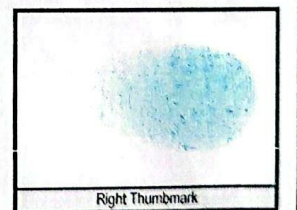
ID/License/Passport No.: 2153-0250-6843-5978

Date/Place of Issuance: 8/29/2022

Signature (Sign inside the box)

1/23/2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this 27 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. ROSARIE A. PETEROS-PHUA**  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2025  
NOTARIAL COMMISSION NO. 267-2023-02  
P. YBANEZ STREET POBLACION 1, HINDANG, LEYTE  
PTR NO. 0366675 - 01/02/2025 - HINDANG, LEYTE  
IBP NO. 495171 - 01/02/2025 - CEBU CITY  
ROLL OF ATTORNEY NO. 57552

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Book No. 116  
Series Of 6025

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**WORK EXPERIENCE SHEET**

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 16, 2024 – January 22, 2025
- Position: Administrative Officer 4
- Name of Office/Unit: Admin, Finance and Logistics
- Immediate Supervisor: Marlea P. Muñoz
- Name of Agency/Organization and Location: Project Tarsier, 2/F CFES Building, Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions

- Corrected the formulas in the Work and Financial Plan of the Project's partner POs
- Computed and forecasted the remaining budgets for each PO to be carried forward to 2025, serving as the basis for the funder's budget allocation.

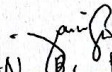
- Summary of Actual Duties

- Responsible for the recording and summarizing of the Project's monthly expenditures; process salaries of all Project staff and payments to PO's accomplished activities, and performs other related administrative functions.

- Duration: January 22, 2024 – August 14, 2024
- Position: Administrative Assistant 2
- Name of Office/Unit: Admin, Finance and Logistics
- Immediate Supervisor: Marlea P. Muñoz
- Name of Agency/Organization and Location: Project Tarsier, 2/F CFES Building, Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Responsible in processing and releasing payments to PO's accomplished activities, provides assistance to management in the pre-screening and interview of applicants, and performs other related functions.

  
JOAN B. FRANCISCO  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 1/23/2025