

## 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. CSIS ID No.

(Do not fill up. For CSC use only.)

## I. PERSONAL INFORMATION

|                               |                                                                                                                                                |                                                             |                                                                                                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. SURNAME                    | SALES                                                                                                                                          |                                                             |                                                                                                                                                                                                  |
| FIRST NAME                    | ARLIE                                                                                                                                          | NAME EXTENSION (JR., SR.) JR.                               |                                                                                                                                                                                                  |
| MIDDLE NAME                   | NIKER                                                                                                                                          |                                                             |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | JULY, 22, 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             | HILONGOS, 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"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | N/A<br>House/Block/Lot No. Purok CAIMITO<br>Street<br>N/A<br>Subdivision/Village SANTA CRUZ<br>Barangay<br>HILONGOS LEYTE<br>City/Municipality Province                                          |
| 7. HEIGHT (m)                 | 156 cm.                                                                                                                                        | ZIP CODE                                                    | 6524                                                                                                                                                                                             |
| 8. WEIGHT (kg)                | 58 kg                                                                                                                                          |                                                             |                                                                                                                                                                                                  |
| 9. BLOOD TYPE                 | A+                                                                                                                                             | 18. PERMANENT ADDRESS                                       | N/A<br>House/Block/Lot No. Purok CAIMITO<br>Street<br>N/A<br>Subdivision/Village SANTA CRUZ<br>Barangay<br>HILONGOS LEYTE<br>City/Municipality Province                                          |
| 10. GSIS ID NO.               | N/A                                                                                                                                            | ZIP CODE                                                    | 6524                                                                                                                                                                                             |
| 11. PAG-IBIG ID NO.           | 1212 844 05335                                                                                                                                 |                                                             |                                                                                                                                                                                                  |
| 12. PhilHealth NO.            | 13-025535773-6                                                                                                                                 | 19. TELEPHONE NO.                                           | N/A                                                                                                                                                                                              |
| 13. SSS NO.                   | 35-0671421-1                                                                                                                                   | 20. MOBILE NO.                                              | 0965133 2535 / 0946 476 4571                                                                                                                                                                     |
| 14. TIN NO.                   | 376-181-606-000                                                                                                                                | 21. E-MAIL ADDRESS (if any)                                 | sales.arlie@gmail.com                                                                                                                                                                            |
| 15. AGENCY EMPLOYEE NO.       | N/A                                                                                                                                            |                                                             |                                                                                                                                                                                                  |

## II. FAMILY BACKGROUND

|                          |         |                           |                                                     |                            |
|--------------------------|---------|---------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME     |         |                           | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               |         | NAME EXTENSION (JR., SR.) |                                                     |                            |
| MIDDLE NAME              |         |                           |                                                     |                            |
| OCCUPATION               |         |                           |                                                     |                            |
| EMPLOYER/BUSINESS NAME   |         |                           |                                                     |                            |
| BUSINESS ADDRESS         |         |                           |                                                     |                            |
| TELEPHONE NO.            |         |                           |                                                     |                            |
| 24. FATHER'S SURNAME     | SALES   |                           | SEPT. 20, 1975                                      |                            |
| FIRST NAME               | ARLIE   | NAME EXTENSION (JR., SR.) |                                                     |                            |
| MIDDLE NAME              | MONCADA |                           |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME |         |                           |                                                     |                            |
| SURNAME                  | NICER   |                           | NOV. 11, 1974                                       |                            |
| FIRST NAME               | MARIFE  |                           |                                                     |                            |
| MIDDLE NAME              | GUITA   |                           |                                                     |                            |

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL                    | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>RECEIVED |
|------------------------------|-----------------------------------|--------------------------------------------------|----------------------|------|------------------------------------------------------|-------------------|------------------------------------------------|
|                              |                                   |                                                  | From                 | To   |                                                      |                   |                                                |
| ELEMENTARY                   | STA. CRUZ ELEMENTARY SCHOOL       |                                                  | 2005                 | 2011 |                                                      | 2011              | VALENTIN TORIAN                                |
| SECONDARY                    | NAVAL NATIONAL HIGH SCHOOL        |                                                  | 2011                 | 2015 |                                                      | 2015              | 2ND HONOR                                      |
| VOCATIONAL /<br>TRADE COURSE | VI                                |                                                  |                      |      |                                                      |                   |                                                |
| COLLEGE                      | VISAYAS STATE UNIVERSITY          | BACHELOR OF SCIENCE IN AGRIBUSINESS              | 2015                 | 2019 |                                                      | 2019              |                                                |
| GRADUATE STUDIES             |                                   |                                                  |                      |      |                                                      |                   |                                                |

(Continue on separate sheet if necessary)





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?

☐ 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.

ARNEL DECER (PLI Supervisor)

ORMOC CITY

0911 3470325

GRACIA AGRAVANTE (Supervisor)

ILWONGOS WETTE

0995 792 5507

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: DRIVER'S LICENSE

ID/License/Passport No.: H12-21-055019

Date/Place of Issuance: 2021/01/05 BAYBAY CITY

Signature (Sign inside the box)

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