

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.**

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ORTEGA		
FIRST NAME	CYRELL APPLE		NAME EXTENSION (JR., SR.)
MIDDLE NAME	COSTA		
3. DATE OF BIRTH (mm/dd/yyyy)	3/19/97	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	BURAUEN, 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	17. RESIDENTIAL ADDRESS	PATERNAL EXTENSION
7. HEIGHT (m)	1.58 m.	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	79 kg.		Subdivision/Village Barangay
9. BLOOD TYPE	B		TACLOBAN CITY LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	N/A	ZIP CODE	6500
12. PHILHEALTH NO.	13-250390531-4	18. PERMANENT ADDRESS	
13. SSS NO.	347-955-9176	House/Block/Lot No. Street	BRGY. MAGHUBAS
14. TIN NO.	747-848-587	Subdivision/Village Barangay	LEYTE
15. AGENCY EMPLOYEE NO.	N/A	City/Municipality Province	6516
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09982984636
		21. E-MAIL ADDRESS (if any)	ortegacyrellapple@gmail.com

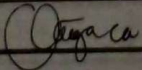
II. FAMILY BACKGROUND

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		N/A	
OCCUPATION	N/A		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A		N/A	
24. FATHER'S SURNAME	ORTEGA		N/A	
FIRST NAME	CARLOS	NAME EXTENSION (JR., SR.)	N/A	
MIDDLE NAME	SAMORAY		N/A	
25. MOTHER'S MAIDEN NAME			N/A	
SURNAME	COSTA		N/A	
FIRST NAME	ABELLA		N/A	
MIDDLE NAME	CONCORDO		(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	BURAUEN NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	/2003	/2009		2009	
SECONDARY	LICEO DEL VERBO DIVINO	SECONDARY SCHOOL	/2009	/2013		2013	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	ST. PAUL SCHOOL OF PROFESSIONAL STUDIES	BS ACCOUNTING TECHNOLOGY	2013/2017	2015/2019		2019	
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09 / 27 / 2021
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DÂTE	09 / 27 / 2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)


[illegible]

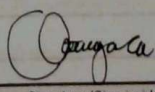
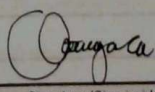
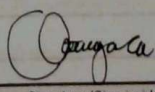

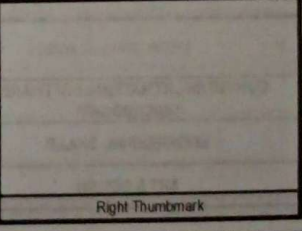

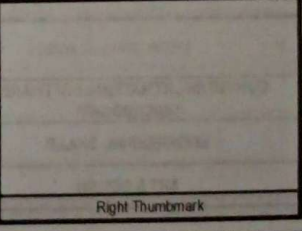

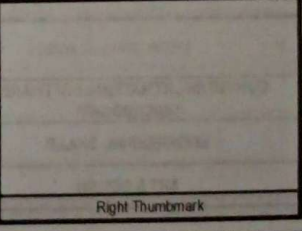
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE(MS SOFTWARES, QUICKBOOKS)		INSTITUTE OF CERTIFIED BOOKKEEPERS
BOOKKEEPING SKILLS		NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS
ART & DESIGN		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/27/2021
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ASHTIN VEA GRANALI</td><td>TACLOBAN CITY</td><td>9151827646</td></tr><tr><td>MARIDHEN CALIXTRO</td><td>PALO, LEYTE</td><td>9192075220</td></tr><tr><td>EDUARD JAYSON CONCHADA</td><td>PALO, LEYTE</td><td>9186409989</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ASHTIN VEA GRANALI	TACLOBAN CITY	9151827646	MARIDHEN CALIXTRO	PALO, LEYTE	9192075220	EDUARD JAYSON CONCHADA	PALO, LEYTE	9186409989
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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.													
<table border="1"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID</td><td>PASSPORT</td></tr><tr><td>ID/License/Passport No.</td><td>P6964302A</td></tr><tr><td>Date/Place of Issuance</td><td>APRIL 27, 2018/DFA TACLOBAN</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	PASSPORT	ID/License/Passport No.	P6964302A	Date/Place of Issuance	APRIL 27, 2018/DFA TACLOBAN	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>69/27/2021</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	69/27/2021	Date Accomplished
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
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