

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. **CS ID N** (Do not fill up For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Larrazabal		
FIRST NAME	Alaina	NAME EXTENSION (JR, SR)	
MIDDLE NAME	Gabriela		
3. DATE OF BIRTH (mm/dd/yyyy)	9/22/1998	16. CITIZENSHIP	Filipino
4. PLACE OF BIRTH	Kananga, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	Female		
6. CIVIL STATUS	Single	17. RESIDENTIAL ADDRESS	Door 4 F.A Larrazabal Street
7. HEIGHT (m)	1.57	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	51		Poblacion
9. BLOOD TYPE	N/A		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		Kananga Leyte
11. PAGIBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	Door 4 F.A Larrazabal Street
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	N/A		Poblacion
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village Barangay
			Kananga Leyte
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09562367878
		21. E-MAIL ADDRESS (if any)	constancia.traquila@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list DATE OF BIRTH (mm/dd/yyyy))
FIRST NAME	N/A	NAME EXTENSION (JR, SR)	
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	Larrazabal		
FIRST NAME	Alan Mathias	Sr.	
MIDDLE NAME	Abelle		
25. MOTHER'S MAIDEN NAME			
SURNAME	Gabriela		
FIRST NAME	Joan		
MIDDLE NAME	Sula		(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	Kananga Central School		#####	#####		2011	4th Honorable
SECONDARY	Kananga National High School		#####	#####		2015	Achiever and
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Leyte normal university	Bachelor of Secondary Education Major in Social Studies	#####	#####		2021	Competent
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE

IV. CIVIL SERVICE ELIGIBILITY

[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]

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	
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[illegible]

(Continue on separate sheet if necessary)

[illegible][illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	
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34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	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?	If YES, give details: _____ 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?	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?	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?	If YES, give details: _____ If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: ID/License/Passport No Date/Place of Issuance:	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Date Accomplished</div>	<div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size) Computer generated or photocopied picture is not acceptable </div> <div style="text-align: center; margin-bottom: 10px;">PHOTO</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 300px; margin: 0 auto;">Person Administering Oath</div>		

Yes/No	Cstat	Gender
Yes	Single	Male
No	Married	Female
	Separated	
	Widowed	