

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 fill up For CSC use only.

I. PERSONAL INFORMATION

2. SURNAME	LECCIONES		
FIRST NAME	ELSON	JR	
MIDDLE NAME	ITABLE		
3. DATE OF BIRTH (mm/dd/yyyy)	8/17/1994	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	424
7. HEIGHT (m)	1.65	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	56.9		RIVERSIDE GAAS
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAGIBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	13-202526-429-4	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	563-0834
14. TIN NO.	N/A	20. MOBILE NO.	09066371621
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	elsonlecc@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 (R, S)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
FATHER'S SURNAME	LECCIONES			
FIRST NAME	ELSON	SR		
MIDDLE NAME	TULOD			
24. MOTHER'S MAIDEN NAME				
SURNAME	ITABLE			
FIRST NAME	PABLITA			
MIDDLE NAME	TALATAYOD			

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	BAYBAY ADVENTIST ELEMENTARY SCHOOL		#####	#####		2007	
SECONDARY	EAST VISAYAN ADVENTIST ACADEMY		#####	4/1/2011		2011	
VOCATIONAL / TRADE COURSE							
COLLEGE	SOUTHERN LEYTE STATE UNIVERSITY - TOMAS OPPUS		#####	#####		2018	
GRADUATE STUDIES							

(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

[illegible]

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	
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29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
Baybay Adventist Youth Organization	7/12/2020	7/13/1905		Vice President
Voice of Hope Baybay Media Ministry				Vice Chairman

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

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ ORGANIZATION (Write in full)
	Singing		TEENOGG Version 2 Songwriting- SLSU Banner Song 2021, Champion		SLSU-CTE Culture Performing Arts Guild - Singing Minstrels
	Songwriting		TEENOGG Version 1 Songwriting- SLSU Banner Song 2018, Champion		SLSU-CTE Euphonix Band
	Photography		PASUC Region VIII Culture and Arts Festival - Choral Singing Competition 2017 , 3rd placer		
	Videography		PASUC Region VIII Culture and Arts Festival - Band Competition 2017 , 4th placer		
	Hosting		PASUC Region VIII Culture and Arts Festival - Choral Singing Competition 2016 , Competitor		
	Voice overs/ Dubbing		SCUAA 2016 - Lawn Tennis Qualifier		
	Play Basketball, Lawn Tennis, Table Tennis Badminton, Volleyball				

SIGNATURE		DATE	
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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.
Dr. Pritzel Lee Guasa Yepes	Southern Leyte, Tomas-Oppus	9208014021
Dr. Criselyn Saure Sescon	Southern Leyte, Tomas-Oppus	9501525763
Pstr. Emmanuel Barrientos	Isabel Leyte	9175690229

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: 1722899

ID/License/Passport No:

Date/Place of Issuance: 1/4/2019 PRC, Robinson Ormoc

Signature (Sign inside the box)

Date Accomplished

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


PHOTO

Right Thumbmark

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

Person Administering Oath

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 Edit with WPS Office

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