

Revised 2017

**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**

1. CS ID No.


(Do not fill up. For CSC use only)

**NOT ABBREVIATE.****I. PERSONAL INFORMATION**

2. SURNAME	SEVILLANO		
FIRST NAME	JENNIFER		NAME EXTENSION (JR., SR)
MIDDLE NAME	MASENDO		
3. DATE OF BIRTH (mm/dd/yyyy)	SEPTEMBER 11, 2002	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	BRGY. IMELDA, HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
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	PUROK 1 House/Block/Lot No. Street IMELDA Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	
8. WEIGHT (kg)	45		
9. BLOOD TYPE		18. PERMANENT ADDRESS	PUROK 1 House/Block/Lot No. Street IMELDA Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	09392646994
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:jennifesevillano675@gmail.com">jennifesevillano675@gmail.com</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	SEVILLANO			
FIRST NAME	CRISOSTOMO	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
	ROSARIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MASENDO			
FIRST NAME				
MIDDLE NAME	PERLA			

		LANIC		(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	IMELDA ELEMENTARY SCHOOL	GENERAL EDUCATION	01/06/2009	01/03/2015		2015	WITH HONORS
SECONDARY	CONCEPCION NATIONAL HIGH SCHOOL	GENERAL EDUCATION-JUNIOR HIGH ACCOUNTANCY BUSINESS & MANAGEMENT- SENIOR HIGH	01/06/2015	01/03/2020		2020	CLASS VALEDICTORIA N
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE	01/08/2021	01/07/2025		2025	CUMLAUDE
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		June 18, 2025	

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

*(Include private employment. Start from your recent work) Description 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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<p>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)?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: Date Filed: _____ Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p>												
<p>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?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<div style="text-align: right;"> <input checked="" type="checkbox"/> NO         </div> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input type="checkbox"/> YES           <div style="text-align: right;">If YES, give details: <input checked="" type="checkbox"/> NO</div> </div> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details (country): _____</p>												
<p>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?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <div style="text-align: right;">specify: _____</div> </div> <p>If YES, please <input checked="" type="checkbox"/> NO <div style="text-align: right;">specify ID _____</div></p> <p>If YES, please <input checked="" type="checkbox"/> NO <div style="text-align: right;">specify ID _____</div></p> <p>If YES, please <input checked="" type="checkbox"/> NO <div style="text-align: right;">specify ID _____</div></p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Alicia A. Flores</td> <td style="text-align: center;">Inopcan, Leyte</td> <td style="text-align: center;">9677700939</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Alicia A. Flores	Inopcan, Leyte	9677700939						
NAME	ADDRESS	TEL. NO.											
Alicia A. Flores	Inopcan, Leyte	9677700939											
<p>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.</p>													



Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **NATIONAL ID**

ID/License/Passport No.: **3891-8528-0719-0274**

Date/Place of Issuance:**September 3, 2021**

*Merillano*

Signature (Sign inside the box)

June 18, 2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

Person Administering Oath