

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.** ☐ I, CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CAINTIC			
FIRST NAME	SWEETLYN		NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TAPAYAN			
3. DATE OF BIRTH (mm/dd/yyyy)	09/13/1998	16. CITIZENSHIP	Pls. indicate country: PHILIPPINES	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX	FEMALE			
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	191 A A. BONIFACIO STREET House/Block/Lot No. Street N/A ZONE 3 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	161	ZIP CODE	6521	
8. WEIGHT (kg)	58			
9. BLOOD TYPE	O+		18. PERMANENT ADDRESS	191 A A. BONIFACIO STREET House/Block/Lot No. Street N/A ZONE 3 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A		ZIP CODE	6521
11. PAG-IBIG ID NO.	121314152802	19. TELEPHONE NO.	N/A	
12. PHILHEALTH NO.	1332530817567	20. MOBILE NO.	09677004233	
13. SSS NO.	04-4885337-7	21. E-MAIL ADDRESS (if any)	sweetlyncaintic@gmail.com	
14. TIN NO.	619-633-120-00000			
15. AGENCY EMPLOYEE NO.	N/A			

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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CAINTIC			
FIRST NAME	HEGINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	HUMAMIL			
25. MOTHER'S MAIDEN NAME				
SURNAME	TAPAYAN			
FIRST NAME	ERLINDA			
MIDDLE NAME	OMACOB		(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	BAYBYA I CENTRAL SCHOOL	PRIMARY	6/27/2005	5/13/2010	GRADUATED	2010	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	7/2/2010	5/14/2014	GRADUATED	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	1/10/2015	6/11/2019	GRADUATED	2019	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 16, 2023
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	LICENSE PROFESSIONAL TEACHER	82.0	OCTOBER, 2022	DAVAO CITY	2025382	09/13/2026
	DRIVER'S LICENSE	N/A	JULY, 2020	BAYBAY CITY	H1220003342	09/13/24

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	DECEMBER 16, 2023
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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		
	PRC, CALAMANSI ST. COR. 1ST, JUNA SUBD, MATINA, DAVAO ITY	05/13/22	04/14/23	8HRS.	PROCTOR (VOLUNTEER)
	PRC, CALAMANSI ST. COR. 1ST, JUNA SUBD, MATINA, DAVAO ITY	8/30/2023	9/2/2023	8HRS.	FLOOR SUPERVISOR (VOLUNTEER)

[illegible]

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	TIME MANAGEMENT		N/A		SK KAGAWAD IN ZONE 3, BAYBAY CITY, LEYTE
	DILIGENCE				OFFICIAL MEMBER OF KK2DAT IN ZONE 3 BAYBAY CITY, LEYTE
	COMMUNICATION				
	POSITIVE LEARNING PROCESS				
	SENSE OF ACCOUNTABILITY				

SIGNATURE		DATE	DECEMBER 16, 2023
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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)?	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.
EVE A. SERATO	BAYBAY CITY	9277246466
JAY ANN L. BULAWAN	BAYBAY CITY	9927818698
MARIA C. JADLOC	DAVAO CITY	9458164928
42. <small>Before you take the next possible step, please read the following statement and if you agree and consent, please sign the statement in the space provided. If you do not agree, please indicate the reason in the space provided. If you do not agree, please indicate the reason in the space provided.</small>		

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: PRC	
ID/License/Passport No.: 2025382	
Date/Place of Issuance: 04/17/2023 DAVAO CITY	

Signature (Sign inside the box)
DECEMBER 16, 2023
Date Accomplished

CAINTIC, SWEETLYN T.

PHOTO

Right Thumbmark

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

Person Administering Oath