

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.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GUY-AB				
FIRST NAME	MARIA ELENA			N/A	
MIDDLE NAME	SALARDA				
3. DATE OF BIRTH (mm/dd/yyyy)	01/19/1998	16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <div><input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:</div>	
4. PLACE OF BIRTH	ORMOC CITY	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 <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A		
7. HEIGHT (m)	1.49m		N/A		
8. WEIGHT (kg)	62 kg		N/A		
9. BLOOD TYPE	O+		N/A		
10. GSIS ID NO.	N/A		N/A		
11. PAG-IBIG ID NO.	1212-5142-5589	18. PERMANENT ADDRESS	N/A		
12. PHILHEALTH NO.	N/A		N/A		
13. SSS NO.	N/A		N/A		
14. TIN NO.	731-557-051		N/A		
15. AGENCY EMPLOYEE NO.	N/A		N/A		
		19. TELEPHONE NO.	N/A		
		20. MOBILE NO.	09074161225		
		21. E-MAIL ADDRESS (if any)	elena.guy-ab@vsu.edu.ph		

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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	GUY-AB		N/A	01/27/1966
FIRST NAME	RODULFO		N/A	N/A
MIDDLE NAME	BAñOC		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	SALARDA		N/A	09/23/1977
FIRST NAME	EMELINDA		N/A	N/A
MIDDLE NAME	PAQUIAO		(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	CABINTAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	WITH HONORS
SECONDARY	CABINTAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014	N/A	2014	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2014	2018	N/A	2018	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	
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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		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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




[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ASSITANT CHOIR CONDUCTOR - IHK	N/A	N/A
BASKETBALL COACH	N/A	N/A
PLAYING GUITAR	N/A	N/A
PLAYING BASKETBALL	N/A	N/A
SINGING	N/A	N/A
DANCING	N/A	N/A
MANAGING AND ORGANIZING EVENTS	N/A	N/A

(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 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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>PROF. MARY JEAN M. SAPAN</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9423679323</td></tr><tr><td>PROF. JOSELLE R. CAYETANO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9176734281</td></tr><tr><td>MS. ANNA BETH A. VARRON</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9358035136</td></tr></table>		NAME	ADDRESS	TEL. NO.	PROF. MARY JEAN M. SAPAN	VISCA, BAYBAY CITY, LEYTE	9423679323	PROF. JOSELLE R. CAYETANO	VISCA, BAYBAY CITY, LEYTE	9176734281	MS. ANNA BETH A. VARRON	VISCA, BAYBAY CITY, LEYTE	9358035136
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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><tr><td>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: PRC ID - 1734406</td></tr><tr><td>ID/License/Passport No.: N/A</td></tr><tr><td>Date/Place of Issuance: ORMOC CITY, JANUARY 2019</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: PRC ID - 1734406	ID/License/Passport No.: N/A	Date/Place of Issuance: ORMOC CITY, JANUARY 2019	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)		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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