

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.

CS D No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ANDRADE		
FIRST NAME	AVELINO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OTEROS		
3. DATE OF BIRTH (mm/dd/yyyy)	4/3/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls indicate country:
4. PLACE OF BIRTH	Quezon City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	CLARO M. RECTO House/Block/Lot No. Street POBLACION ZONE 16 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.70	ZIP CODE	6521
8. WEIGHT (kg)	56		
9. BLOOD TYPE		18. PERMANENT ADDRESS	CLARO M. RECTO House/Block/Lot No. Street POBLACION ZONE 16 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	03-251388857-6		
13. SSS NO.	34-844656-8	19. TELEPHONE NO.	N/A
14. TIN NO.	745-460-904-000	20. MOBILE NO.	09282574610
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	avelandrade25@gmail.com

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	ANDRADE			
FIRST NAME	LEONILLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MUÑEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	OTEROS			
FIRST NAME	NORMITA			
MIDDLE NAME	LEUTERIO		(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	LEGARDA ELEMENTARY SCHOOL	PRIMARY EDUCATION	6/15/2005	3/15/2011		2011	
SECONDARY	RAMON MAGSAYSAY HIGH SCHOOL	SECONDARY EDUCATION	6/15/2011	3/25/2015		2015	
VOCATIONAL / TRADE COURSE							
COLLEGE	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	Bachelor in Library and Information Science	6/14/2015	5/8/2019		2019	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

A. Andrade

DATE

August 9, 2023

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

g. Andrade

DATE _____

8/9/2023

[illegible]

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

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive Managerial positions)

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE	A. Ambade	DATE	8/9/2023
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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)?

☐ YES ☒ NO

☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ YES ☒ NO

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?

☐ YES ☒ NO

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?

☒ YES ☒ NO

If YES, give details: _____

Resignation

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details: _____

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?

☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

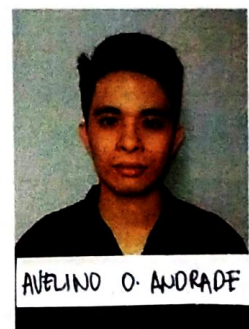
c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
Ma. Luisa R. Madlangbayan, RL	MANILA	9065656197
Andrea Joy S. Alas	MANDALUYONG	9511554818
Roselle A. Adajar	MANILA	9754532384



PHOTO

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**

Government Issued ID: **Philippine Passport**

ID/License/Passport No. **P8633564B**

Date/Place of Issuance: **DFA TACLOBAN/ 1/4/2022**

A. Andrade

Signature (Sign inside the box)

8/19/22

Date Accomplished

Right Thumbmark

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

Person Administering Oath