

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	PONLA		
FIRST NAME	ROSALYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SEVILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	SAN MIGUEL, BOHOL	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:		
7. HEIGHT (m)	1.52	17. RESIDENTIAL ADDRESS	RAMON MENDIOLA STREET House/Block/Lot No. Street DUMALO-ONG (POB.) Subdivision/Village Barangay GANDARA WESTERN SAMAR City/Municipality Province 6706
8. WEIGHT (kg)	59	ZIP CODE	
9. BLOOD TYPE	UNKNOWN	18. PERMANENT ADDRESS	PUROK 4 House/Block/Lot No. Street GARCIA Subdivision/Village Barangay SAN MIGUEL BOHOL City/Municipality Province 6323
10. GSIS ID NO.	NONE	ZIP CODE	
11. PAG-IBIG ID NO.	1211-5183-4674		
12. PHILHEALTH NO.	08-026025581-2		
13. SSS NO.	34-5448643-9	19. TELEPHONE NO.	NONE
14. TIN NO.	328-502-731	20. MOBILE NO.	09977259710
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	rosalynsponla@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 (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PONLA			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PATRON			
25. MOTHER'S MAIDEN NAME				
SURNAME	SEVILLA			
FIRST NAME	ROSITA			
MIDDLE NAME	COQUILLA		(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	GARCIA PRIMARY SCHOOL / TOMOC ELEMENTARY SCHOOL	PRIMARY AND ELEMENTARY	2001	2007		2007	WITH HONOR
SECONDARY	SAN MIGUEL NATIONAL HIGH SCHOOL / SEBASTIAN A. JALA MEMORIAL HIGH SCHOOL	SECONDARY	2008	2012		2012	VALEDICTORIAN
VOCATIONAL / TRADE COURSE							
COLLEGE	BOHOL ISLAND STATE UNIVERSITY	BACHELOR OF SCIENCE IN OFFICE SYSTEM MANAGEMENT	2016	2020		2020	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 13, 2024
-----------	---	------	-------------------

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
	Career Service Examination - Pen and Paper Test (Professional Level)	86.3	3/3/2024	Samar National High School, Catbalogan, Samar	N/A	N/A
	Fire Officer Examination	87.1	6/2/2024	Leyte National High School, Athletic Road, Tacloban City	N/A	N/A
	Driver's License	N/A	11/20/2023	Land Transportation Office - Calbayog District Office, Calbayog City, Samar	H08-23-002496	12/18/2027

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 13, 2024
------------------	---	-------------	-------------------

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

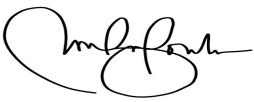
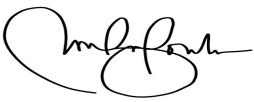
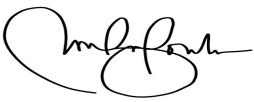



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DIY PROJECTS				YOUTH IN EDUCATION FOR SUSTAINABLE DEVELOPMENT (YESD)
	COOKING				
	SEWING				
	FAST LEARNER				
	MICROSOFT OFFICE				
	DRIVING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 12, 2024
------------------	---	-------------	-------------------

<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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>RESIGNATION</u></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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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:</p> <p>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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>FRANCIS EARL GALINATO</td> <td>BAGACAY, CALBAYOG CITY, SAMAR</td> <td>09816283161</td> </tr> <tr> <td>MAE S. DAGUPAN, MBA</td> <td>ZAMORA, BILAR, BOHOL</td> <td>09093416960</td> </tr> <tr> <td>ELIZABETH A. ORAPA</td> <td>ZAMORA, BILAR, BOHOL</td> <td>09506361052</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	FRANCIS EARL GALINATO	BAGACAY, CALBAYOG CITY, SAMAR	09816283161	MAE S. DAGUPAN, MBA	ZAMORA, BILAR, BOHOL	09093416960	ELIZABETH A. ORAPA	ZAMORA, BILAR, BOHOL	09506361052		
NAME	ADDRESS	TEL. NO.													
FRANCIS EARL GALINATO	BAGACAY, CALBAYOG CITY, SAMAR	09816283161													
MAE S. DAGUPAN, MBA	ZAMORA, BILAR, BOHOL	09093416960													
ELIZABETH A. ORAPA	ZAMORA, BILAR, BOHOL	09506361052													
<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>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>DRIVER'S LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H08-23-002496</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>11/21/2023 / CALBAYOG CITY</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:	DRIVER'S LICENSE	ID/License/Passport No.:	H08-23-002496	Date/Place of Issuance:	11/21/2023 / CALBAYOG CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">DECEMBER 13, 2024</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	DECEMBER 13, 2024	Date Accomplished
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)															
PLEASE INDICATE ID Number and Date of Issuance															
Government Issued ID:	DRIVER'S LICENSE														
ID/License/Passport No.:	H08-23-002496														
Date/Place of Issuance:	11/21/2023 / CALBAYOG CITY														
															
Signature (Sign inside the box)															
DECEMBER 13, 2024															
Date Accomplished															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;">Right Thumbmark</td> </tr> </table>			Right Thumbmark												
															
Right Thumbmark															
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															