

# 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	ARCEÑO		
FIRST NAME	GIAN CARLO		NAME EXTENSION (JR., SR)
MIDDLE NAME	RANCILE		
3. DATE OF BIRTH (mm/dd/yyyy)	2/3/1988	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	GUIUAN, EASTERN SAMAR	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	SAN ISIDRO House/Block/Lot No. Street 04-POB Subdivision/Village Barangay SALCEDO EASTERN SAMAR City/Municipality Province
7. HEIGHT (m)	1.8	ZIP CODE	6807
8. WEIGHT (kg)	73		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	SAN JOSE House/Block/Lot No. Street LUPOK Subdivision/Village Barangay GUIUAN EASTERN SAMAR City/Municipality Province
10. GSIS ID NO.	02004377188	ZIP CODE	6809
11. PAG-IBIG ID NO.	080152752710		
12. PHILHEALTH NO.	13-050127994-4	19. TELEPHONE NO.	N/A
13. SSS NO.	06-3160921-0	20. MOBILE NO.	09606648315
14. TIN NO.	415-836-837	21. E-MAIL ADDRESS (if any)	gcarlo239@gmail.com
15. AGENCY EMPLOYEE NO.	4654937		

## 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)	REESE BELLATRIX B. ARCEÑO	07/20/2020
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	UNKNOWN			
FIRST NAME	UNKNOWN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	UNKNOWN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARCEÑO			
FIRST NAME	MA. VICTORIA			
MIDDLE NAME	RANCILE		(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	LUPOK CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1995	2002	GRADUATED	2002	N/A
SECONDARY	GUIUAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2002	2006	GRADUATED	2006	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN SAMAR STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	2007	2011	GRADUATED	2011	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN ENGLISH (ME)	2012	2021	GRADUATED	2021	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/22/2021
-----------	--	------	------------

[illegible]

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	08/22/2021
------------------	--	-------------	------------

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
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	
N/A		N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	
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						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
2021 NATIONAL SCHOOLS PRESS CONFERENCE		11/8/2021	08/13/2021	24	TECHNICAL	DEPARTMENT OF EDUCATION (DepEd)
PAGSULAT TUNGO SA PAGMULAT: A SERIES OF CAMPUS JOURNALISM TRAINING AND WORKSHOP		04/16/2021	04/17/2021	9	TECHNICAL	COLLEGE EDITORS GUILD OF THE PHILIPPINES (CEGP)
VIRTUAL IN-SERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS		03/15/2021	03/19/2021	40	TECHNICAL	DepEd-information and Communications Technology Services (ICTS)
TEACH ON: KEEPING THE PASSION ALIVE		11/30/2020	02/15/2021	40	TECHNICAL	SEAMEO INNOTECH
DISTRICT ROLL-OUT ON RADIO-BASED INSTRUCTION AND INSTRUCTIONAL VIDEO MAKING		8/2/2021	11/2/2021	32.0	TECHNICAL	DepEd-Eastern Samar Division-Salcedo 1 District
DIVISION VIRTUAL ORIENTATION ON UTILIZATION OF THE REVISED PHIL-IRI cum PEDAGOGICAL RETOOLING IN MATH, LANGUAGES, SCIENCE (PRIMALS) PLUS FOR JHS ENGLISH TEACHERS		12/15/2020	12/18/2020	32.0	TECHNICAL	DepEd-Eastern Samar Division
BANTULA INTERNATIONAL CONFERENCE ON CULTURE-BASED EDUCATION AND RESEARCH		11/20/2020	11/22/2020	24.0	TECHNICAL	NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)-PHILIPPINE CULTURAL EDUCATION PROGRAM (PCEP)
WEBINAR ON NAVIGATING THE VIRTUAL WORLD OF THE NEW NORMAL		07/27/2020	07/31/2020	5.0	TECHNICAL	DepEd-Eastern Samar Division
120-HOUR TESOL (TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)		1/7/2020	07/31/2020	120.0	TECHNICAL	INTERNATIONAL OPEN ACADEMY: INTERNATIONAL COUNCIL FOR ONLINE EDUCATION STANDARDS
TRANSFORMING DIGITAL LEARNING: LEARNING DESIGN MEETS SERVICE DESIGN		06/29/2020	3/7/2020	6.0	TECHNICAL	FUTURE LEARN; DEAKEN UNIVERSITY, AUSTRALIA
INCLUSIVE EDUCATION: ESSENTIAL KNOWLEDGE FOR SUCCESS		8/6/2020	06/20/2020	2.0	TECHNICAL	FUTURE LEARN; QUEENSLAND UNIVERSITY, AUSTRALIA
LAST MILE SCHOOL OPEN EDUCATIONAL RESOURCE (OER) WEBINAR SESSIONS		06/16/2020	06/19/2020	8.0	TECHNICAL	DepEd; UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
THE REGIONAL SEAMOLEC MINI LECTURE SERIES		10/6/2020	11/6/2020	4.0	TECHNICAL	SEAMEO; SEAMOLEC
RESPONSIVE, INCLUSIVE AND SAFE EDUCATION (RISE) PILIPINAS: TRANSFORMING EDUCATION FOR ALL FILIPINOS - A MICROSOFT EDUCATION VIRTUAL SUMMIT		10/6/2020	10/6/2020	3.0	TECHNICAL	MICROSOFT PHILIPPINES
JOURNEY TO A HEALTHY PSYCHOLOGICAL WELL-BEING (ONLINE PROFESSIONAL DEVELOPMENT COURSE)		1/5/2020	05/29/2020	8.0	TECHNICAL	RESOURCE FOR EDUCATORS AND ACADEMIC PROFESSIONALS; REX BOOK STORE
WEBINAR ON QUALITY LEARNING AND ASSESSMENT DURING COVID-19 PANDEMIC		05/28/2020	05/28/2020	2.0	TECHNICAL	SEAMEO
HOME EDUCATION DIPLOMA		04/27/2020	05/24/2020	50.0	TECHNICAL	CENTRE OF EXCELLENCE, UK
SEAMEO WEBINAR SERIES		04/29/2020	05/14/2020	32.0	TECHNICAL	SEAMEO
GRADUATE SCHOOL CAPACITY BUILDING SEMINAR AND RESEARCH COLLOQUIUM ON ENGLISH LANGUAGE ISSUES IN SENIOR HIGH SCHOOL EDUCATION IN THE VISAYAS		02/29/2020	02/29/2020	8.0	TECHNICAL	LEYTE NORMAL UNIVERSITY (LNU)
(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)	
CREATIVE WRITING		N/A		SALCEDO VOCATIONAL HIGH SCHOOL		
FREELANCE WRITING		N/A		TEACHER'S ORGANIZATION		
CAMPUS JOURNALISM		N/A		DIVISION SECONDARY SCHOOL PAPER		
RESEARCH		N/A		ADVISER'S ASSOCIATION (DSPAA)		
GOOGLE WORKSPACE		N/A		SEAMEO-INNOTECH ALUMNI		
MICROSOFT TEAMS		N/A		AN SINIRANGAN EDITORIAL BOARD		
MICROSOFT OFFICE 365		N/A		N/A		
				N/A		
				N/A		
(Continue on separate sheet if necessary)						
SIGNATURE			DATE		08/22/2021	

<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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>	<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>JOEL B. DEL VALLE</td> <td>TATYTAY INTEGRATED SCHOOL</td> <td>0926 128 8872</td> </tr> <tr> <td>ALMA D. MACAWILE</td> <td>SALCEDO NATIONAL HIGH SCHOOL</td> <td>0977 827 4947</td> </tr> <tr> <td>JOVITA O. ABUDA</td> <td>SALCEDO VOCATIONAL HIGH SCHOOL</td> <td>0916 375 8297</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JOEL B. DEL VALLE	TATYTAY INTEGRATED SCHOOL	0926 128 8872	ALMA D. MACAWILE	SALCEDO NATIONAL HIGH SCHOOL	0977 827 4947	JOVITA O. ABUDA	SALCEDO VOCATIONAL HIGH SCHOOL	0916 375 8297
NAME	ADDRESS	TEL. NO.											
JOEL B. DEL VALLE	TATYTAY INTEGRATED SCHOOL	0926 128 8872											
ALMA D. MACAWILE	SALCEDO NATIONAL HIGH SCHOOL	0977 827 4947											
JOVITA O. ABUDA	SALCEDO VOCATIONAL HIGH SCHOOL	0916 375 8297											
<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>PRC-LICENSED PROFESSIONAL TEACHER</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>1121253</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>03/27/2012 TACLIBAN 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:	PRC-LICENSED PROFESSIONAL TEACHER	ID/License/Passport No.:	1121253	Date/Place of Issuance:	03/27/2012 TACLIBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;"> <p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;"><b>08/23/2021</b></p> <p style="text-align: center;">Date Accomplished</p> </td> <td style="width: 100px; vertical-align: bottom;"> <p style="text-align: center;">Right Thumbmark</p> </td> </tr> </table>	<p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;"><b>08/23/2021</b></p> <p style="text-align: center;">Date Accomplished</p>	<p style="text-align: center;">Right Thumbmark</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:	PRC-LICENSED PROFESSIONAL TEACHER												
ID/License/Passport No.:	1121253												
Date/Place of Issuance:	03/27/2012 TACLIBAN CITY												
<p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;"><b>08/23/2021</b></p> <p style="text-align: center;">Date Accomplished</p>	<p style="text-align: center;">Right Thumbmark</p>												
<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; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div>													