

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	Tabuena		
FIRST NAME	Ken	N/A	
MIDDLE NAME	Barba		
3. DATE OF BIRTH (mm/dd/yyyy)	02/24/2002	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Bato, Catanduanes	If holder of dual citizenship, please indicate the details	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country.
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#17 N/A House/Block/Lot No. Street Purok 3 Marikawa Subdivision/Village Barangay Bato Catanduanes City/Municipality Province
7. HEIGHT (m)	1.72 meters	ZIP CODE	4801
8. WEIGHT (kg)	70kg		
9. BLOOD TYPE	Blood Type O	18. PERMANENT ADDRESS	#17 N/A House/Block/Lot No. Street Purok 3 Marikawa Subdivision/Village Barangay Bato Catanduanes City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	4801
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	097814742478
14. TIN NO.	773-906-484	21. E-MAIL ADDRESS (if any)	kentoritabuena@gmail.com
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	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	Tabuena			
FIRST NAME	Clemente	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	Solero			
25. MOTHER'S MAIDEN NAME	Lei Bruce Barba			
SURNAME	Barba			
FIRST NAME	Lei			
MIDDLE NAME	Bruce			

(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	Virac Pilot Elementary School	Elementary Graduate	2008	2014	N/A	2014	N/A
SECONDARY	Catanduanes State University	Senior High Graduate	2014	2020	N/A	2020	With High Honors
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	University of the Philippines Baguio	Bachelor of Social Sciences Major in Anthropology Minor in Psychology	2020	2024	N/A	2024	Cum Laude
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	DATE	August 15, 2024
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[illegible]

WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)


08/15/24

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Binnadang: UPB USC VolCorp (University of the Philippines Baguio) Baguio City	Sept 2023	July 2024	24.0	Volunteer Environmental Desk Member
	Ugnayan ng Pahnungod: UPB Student Volunteer Service Program of The University of the Philippines Baguio (Baguio City)	11/23/2023	11/26/2023	36.0	Volunteer Student Teacher in Langiden, Abra

VII. LEARNING AND DEVELOPMENT (LAD) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED

(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)
N/A	N/A	Member in University of the Philippines Integrated Students in Psychology (Student Researcher)
		Member in The Anthropology Organization (Student Researcher)
		Ugnayan ng Pahinungod Volunteer

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	08/14/2024

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: _____

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
Nhomel Bagwang	Block 55 Lot 28, Mansanas St, Brgy, Rizal, Taguig city	9929040596
Renyell Rafanan	108 Caramutan Villasis, Pangasinan	9156135078
Gerald Araojo	221 Burgos Street Calatagan Proper Virac, Catanduanes	9081876152



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 and Date of Issuance

Government Issued ID: Tin ID: 773-906-484

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign over the box)

AUG 15 2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this

AUG 15 2024

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. FREDERWINDO A. GIANAN, JR.

Notary Public

San Pablo, Virac, Catanduanes

Commission Expires December 31, 2024

RTR No. 398-555, dated 11/2/24, Virac, Catanduanes

MOLE Compliance No. VII-0022612 dtd July 19, 2022

IBP Lifetime Member No. 011209

Attorney's Roll No. 48935

WORK EXPERIENCE SHEET

- Instructions:**
1. Include only the work experiences relevant to the position being applied to.
 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

N/A


Ken B. Tabuena

(Signature over Printed Name
of Employee/Applicant)

Date: 08/17/24