

# 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	LINGATONG		
FIRST NAME	RONAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	RAMIREZ		
3. DATE OF BIRTH (mm/dd/yyyy)		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	BRGY. MASLUG, BAYBAY CITY, LEYTE	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:		
7. HEIGHT (m)	1.6	17. RESIDENTIAL ADDRESS	N/A PUROK 7 House/Block/Lot No. Street N/A MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	73	ZIP CODE	6521
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	N/A PUROK 7 House/Block/Lot No. Street N/A MASLUG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	N/A	20. MOBILE NO.	09551385624
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:nanlingatong@gmail.com">nanlingatong@gmail.com</a>
14. TIN NO.	N/A		
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)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LINGATONG			
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TIGBAWAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	RAMIREZ			
FIRST NAME	ZOSIMA			
MIDDLE NAME	JOSON		(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	MASLUG ELEMENTARY SCHOOL	PRIMARY EDUCATION	06/10/2008	03/31/2014	GRADUATE	2014	N/A
SECONDARY	BITANHUAN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/02/2014	04/06/2018	GRADUATE	2018	N/A
VOCATIONAL / TRADE COURSE	PALERMO HOTEL INSTITUTE OF TOURISM AND HOSPITALITY INC	SENIOR HIGH SCHOOL	06/04/2018	04/03/2020	GRADUATE	2020	WITH HONORS
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	08/17/2020	05/08/2024	GRADUATE	2024	CUM LAUDE
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/18/2025
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[illegible]

(Continue on separate sheet if necessary)


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







28	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/18/2025
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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			
	BITANHUAN-MASLUG FISHERFOLKS ASSOCIATION - BITANHUAN, BAYBAY CITY, LEYTE	12/04/2020	07/01/2024		SECRETARY	
	HUGPONG SA MGA MANANAGAT SA MASLUG - MASLUG, BAYBAY CITY, LEYTE	12/04/2020	12/01/2021		MEMBER	
	BAYBAY WRITERS COLLECTIVE - VISCA, BAYBAY CITY, LEYTE	08/16/2023	05/08/2024		VICE PRESIDENT	
	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS - QUEZON CITY	06/05/2025	PRESENT		MEMBER	
(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			
	1ST PAUGBA SA ORMOC CREATIVE WRITING WORKSHOP	06/11/2023	06/11/2023	8.0	FELLOW	ORMOC CITY LOCAL GOVERNMENT
	2023 BATHALAD-SUGBO CREATIVE WRITING WORKSHOP	07/15/2023	07/16/2023	16.0	FELLOW	BATHALAD - SUGBO
	2023 SUNDAY CLUB NATIONAL WRITERS WORKSHOP	12/09/2024	12/10/2023	16.0	FELLOW	SUNDAY - CLUB
	23RD IYAS LA SALLE NATIONAL WRITERS' WORKSHOP	06/16/2024	06/22/2024	40.0	FELLOW	DE LA SALLE UNIVERSITY
	SUGILANON: FOLKLORE, MYTH, LEGEND WRITING WORKSHOP	05/19/2025	05/23/2025	40.0	STAFF	ORMOC CITY LOCAL GOVERNMENT
(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)	
	BREAD AND PASTRY NC II HOLDER				PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS	
	FOOD AND BEVERAGES NC II HOLDER				BAYBAY WRITERS COLLECTIVE	
	FRONT OFFICE CERTIFICATE HOLDER					
	HOUSEKEEPING CERTIFICATE HOLDER					
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	07/18/2025

<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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. MARILYN N. MANAIG</td> <td>VISAYAS STATE UNIVERSITY</td> <td>9196866636</td> </tr> <tr> <td>MICHAEL CARLO C. VILLAS</td> <td>VISAYAS STATE UNIVERSITY</td> <td>N/A</td> </tr> <tr> <td>CARLITO B. MANTUA</td> <td>ORMOC CITY</td> <td>9606620492</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. MARILYN N. MANAIG	VISAYAS STATE UNIVERSITY	9196866636	MICHAEL CARLO C. VILLAS	VISAYAS STATE UNIVERSITY	N/A	CARLITO B. MANTUA	ORMOC CITY	9606620492		
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<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>															
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<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: 250px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															