

# 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 ( ) ☐ 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	SACRO		
FIRST NAME	MARISOL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GRANADA		
3. DATE OF BIRTH (mm/dd/yyyy)	29/06/1998	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	BAYBAY CITY, LEYTE	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:	17. RESIDENTIAL ADDRESS	N/A    EMILIO JACINTO ST. House/Block/Lot No.    Street N/A    ZONE 23 Subdivision/Village    Barangay BAYBAY    LEYTE City/Municipality    Province
7. HEIGHT (m)	1.56m	ZIP CODE	6521
8. WEIGHT (kg)	47kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A    EMILIO JACINTO ST. House/Block/Lot No.    Street N/A    ZONE 23 Subdivision/Village    Barangay BAYBAY    LEYTE City/Municipality    Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121270294670		
12. PHILHEALTH NO.	03-026093197-7		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563 0159
14. TIN NO.	754-445-540	20. MOBILE NO.	0939 392 7499
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:marisol.sacro@vsu.edu.ph">marisol.sacro@vsu.edu.ph</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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	SACRO		N/A	28/11/1968
FIRST NAME	FELIX	N/A	N/A	N/A
MIDDLE NAME	BITOY		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	GRANADA		N/A	03/12/1972
FIRST NAME	HERNANE		N/A	N/A
MIDDLE NAME	IBANEZ		(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	BAYBAY I CENTRAL SCHOOL	PRIMARY EDUCATION	2005	2011	N/A	2011	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2011	2015	N/A	2015	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2015	2019	N/A	2019	CUM LAUDE
GRADUATE STUDIES	N/A		N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 7, 2021
-----------	---	------	---------------

#### IV. CIVIL SERVICE ELIGIBILITY

[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]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

March 7, 2021

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

**(Continue on separate sheet if necessary)**

#### VII. 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]

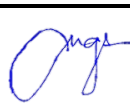
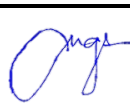
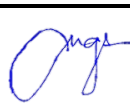

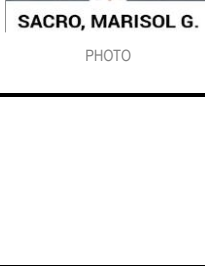

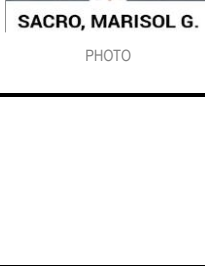

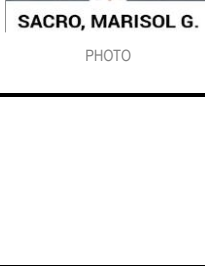
(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DANCESPORTS ASST. COACH	N/A	N/A
DANCING	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)

(Signature or separate sheet is needed)			
SIGNATURE		DATE	March 7, 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>MR. DENNIS JOEL L. CERNA</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>9190002810</td> </tr> <tr> <td>MS. SHEENA EUNICE B. TABUDLONG</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>9209585002</td> </tr> <tr> <td>PROF. MARY JEAN M. SAPAN</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>9423679323</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MR. DENNIS JOEL L. CERNA	VSU, BAYBAY CITY, LEYTE	9190002810	MS. SHEENA EUNICE B. TABUDLONG	VSU, BAYBAY CITY, LEYTE	9209585002	PROF. MARY JEAN M. SAPAN	VSU, BAYBAY CITY, LEYTE	9423679323
NAME	ADDRESS	TEL. NO.											
MR. DENNIS JOEL L. CERNA	VSU, BAYBAY CITY, LEYTE	9190002810											
MS. SHEENA EUNICE B. TABUDLONG	VSU, BAYBAY CITY, LEYTE	9209585002											
PROF. MARY JEAN M. SAPAN	VSU, BAYBAY CITY, LEYTE	9423679323											
<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 ID - 1809674</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>N/A</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>ORMOC CITY, DECEMBER 2019</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 ID - 1809674	ID/License/Passport No.:	N/A	Date/Place of Issuance:	ORMOC CITY, DECEMBER 2019	<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)  <b>March 7, 2021</b>            Date Accomplished         </td> </tr> </table>		Signature (Sign inside the box) <b>March 7, 2021</b> 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:	PRC ID - 1809674												
ID/License/Passport No.:	N/A												
Date/Place of Issuance:	ORMOC CITY, DECEMBER 2019												
													
Signature (Sign inside the box) <b>March 7, 2021</b> Date Accomplished													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">   <b>SACRO, MARISOL G.</b>            PHOTO         </td> <td style="width: 40%; text-align: center;">             Right Thumbmark         </td> </tr> </table>		 <b>SACRO, MARISOL G.</b> PHOTO	 Right Thumbmark										
 <b>SACRO, MARISOL G.</b> PHOTO	 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> <div style="border: 1px solid black; width: 300px; height: 20px; margin: 10px auto; text-align: center;">       Person Administering Oath     </div>													