

# 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	ZAMORA		
FIRST NAME	MA. CEANE JANE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	NELLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	10/26/1999	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	DUMAGUETE CITY, NEGROS ORIENTAL	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    MABOLO House/Block/Lot No.    Street N/A    SAN ROQUE Subdivision/Village    Barangay ISABEL    LEYTE City/Municipality    Province
7. HEIGHT (m)	1.42	18. PERMANENT ADDRESS	N/A    MABOLO House/Block/Lot No.    Street N/A    SAN ROQUE Subdivision/Village    Barangay ISABEL    LEYTE City/Municipality    Province 6539
8. WEIGHT (kg)	41 KG		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121328020173	ZIP CODE	
12. PHILHEALTH NO.	13-025633029-7	19. TELEPHONE NO.	N/A
13. SSS NO.	06-4666363-6	20. MOBILE NO.	09202502903
14. TIN NO.	634-003-517-00000	21. E-MAIL ADDRESS (if any)	cn.zamora19@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		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	N/A		N/A	N/A
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	ZAMORA		N/A	N/A
FIRST NAME	CHENALYN		N/A	N/A
MIDDLE NAME	NELLAS		(Continue on separate sheet if necessary)	

## III. EDUCATIONAL BACKGROUND

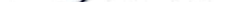
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	DOANE BAPTIST SCHOOL	PRIMARY EDUCATION	2010	2013	GRADE 6	2013	SALUTATORIAN
SECONDARY	PALOMPON INSTITUTE OF TECHNOLOGY	SENIOR HIGH SCHOOL	2017	2019	GRADE 12	2019	WITH HONORS
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE	DEGREE (BACHELOR OF ARTS IN PSYCHOLOGY)	2019	2023	COLLEGE GRADUATE	2023	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE	08/14/2024
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	03/14/2024
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## 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

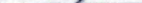
[illegible]

(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)
CLERICAL SKILLS	N/A	N/A
COMPUTER SKILLS (MS OFFICE, GOOGLE SUITE)		
GRAPHICS, PHOTO & VIDEO EDITING		
MULTILINGUAL (WARAY, CEBUANO, ENGLISH, FILIPINO)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/14/2024
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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: \_\_\_\_\_

Resignation (Finished contract)

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.
RUTH EDISEL RYLLE B. SADIAN-CERCADO	TACLOBAN CITY	(053) 832-2878
ERVINA A. ESPINA	TACLOBAN CITY	(053) 832-2878
WENILO P. CLEMENIA	BRGY. LIBERTAD, ISABEL, LEYTE	09178412758

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.



MA. CEANE JANE N. ZAMORA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: NATIONAL ID (ePhilID)

ID/License/Passport No.: 3479-8691-6825-0146

Date/Place of Issuance: MARCH 9, 2023 ePhilID Generation Date

Signature (Sign inside the box)

08 / 14 / 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

Doc. No. 189  
Page No. 39  
Book No. 11  
Series of 2024

Atty. MELINDA S. DOMAEL QUIAMBAO  
Notary Public  
Osmec City, Kungahang Bantog, and Isabel, Leyte  
Until December 31, 2025  
Commission No. ORM-23-12-016  
950 Moras St., Isabel, Leyte  
Atty. Melinda S. Domael Quiamba  
ISP License No. 018013  
Notary Public  
Compliance No. VIII-0007077-5-00001

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

## 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.

- Duration: 09/26/2023 – 02/15/2024
- Position: Clerk
- Name of Office/Unit: Office of the Superintendent (Refinery & DORE Mechanical Maintenance of Philippine Associated Smelting and Refining Corporation or PASAR)
- Immediate Supervisor: Wenilo P. Clemenina
- Name of Agency/Organization and Location: PASAR Employees' Multi-purpose Cooperative, Libertad, Isabel, Leyte (Contractor Agency)
- List of Accomplishments and Contributions (if any)
  - Administrative Assistance
- Summary of Actual Duties
  - Provided administrative assistance for the accomplishment of office deliverables such as email management, daily document encoding and processing, tasks related to manpower management, and procurement of office supplies and other equipment, among others.
  - Prepared meeting minutes, and planned and organized monthly meetings.
  - In charge of printing and safekeeping of documents and other clerical work deemed necessary.

MA. CEANE JANE N. ZAMORA  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 08/14/2024