

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	LORETO		
FIRST NAME	LEANNE MARIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ARCIGA		
3 DATE OF BIRTH (mm/dd/yyyy)	03/13/2001	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.	Please indicate country:
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	20 J.P. LAUREL ST. House/Block/Lot No. Street N/A POBLACION ZONE 5 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7 HEIGHT (m)	1.515	ZIP CODE	6521
8 WEIGHT (kg)	51.2		
9 BLOOD TYPE	B+	18 PERMANENT ADDRESS	20 J.P. LAUREL ST. House/Block/Lot No. Street N/A POBLACION ZONE 5 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10 GSIS ID NO.	N/A	ZIP CODE	6521
11 PAG-IBIG ID NO.	121326222751		
12 PHILHEALTH NO.	13-250361508-1		
13 SSS NO	06-4647742-4	19 TELEPHONE NO.	None
14 TIN NO.	632-521-885-00000	20 MOBILE NO.	+63 935-764-1861
15 AGENCY EMPLOYEE NO.	N/A	21 E-MAIL ADDRESS (if any)	leanne.loreto@gmail.com

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	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	LORETO			
FIRST NAME	ELBIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SUAN			
25 MOTHER'S MAIDEN NAME	GINA BOTON ARCIGA			
SURNAME	LORETO			
FIRST NAME	GINA			
MIDDLE NAME	ARCIGA		(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	2007	2013	N/A	2013	VALEDICTORIAN
SECONDARY	VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL	SENIOR HIGH SCHOOL	2013	2019	N/A	2019	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN METEOROLOGY	2019	2023	N/A	2023	CUM LAUDE, DIST-SEI MERIT SCHOLARSHIP
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	01/30/2024
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IV. CIVIL SERVICE ELIGIBILITY

[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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>Liannepasi</i>	DATE	01/30/2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	DESTINY YOUTH MOVEMENT (BAYBAY CITY, LEYTE)	12/09/2023	12/10/2023	18 HOURS	ORGANIZER - CHRISTMAS GIFT-GIVING AT BRGY. JAENA & BRGY. CANDADAM, BAYBAY CITY, LEYTE
	VISAYAS STATE UNIVERSITY METEOROLOGICAL SOCIETY (VSU, VISCA, BAYBAY CITY, LEYTE)	03/20/2023	03/23/2023	8 HOURS	SOCIAL MEDIA CONTENT CREATOR
	DESTINY MINISTRIES INTERNATIONAL - LEYTE (BAYBAY CITY, LEYTE)	06/05/2022	06/05/2022	4 HOURS	VOLUNTEER - RELIEF EFFORTS FOR TS AGATON VICTIMS IN VILLA MAG-ASO, BAYBAY CITY, LEYTE
	LIONS CLUB OF MARIKINA VALLEY (MARIKINA CITY, METRO MANILA) & DESTINY MINISTRIES INTERNATIONAL - LEYTE (BAYBAY CITY, LEYTE)	04/18/2022	04/19/2022	24 HOURS	VOLUNTEER - RELIEF EFFORTS FOR TS AGATON VICTIMS IN HIGULO-AN & MAILHI, BAYBAY CITY, LEYTE
	VISAYAS STATE UNIVERSITY DOST SCHOLARS' SOCIETY (VSU, VISCA, BAYBAY CITY, LEYTE)	04/08/2020	11/24/2021	200+ HOURS	SOCIAL MEDIA MANAGER AND CONTENT CREATOR
	DESTINY YOUTH MOVEMENT (BAYBAY CITY, LEYTE)	05/01/2021	05/01/2021	3 HOURS	VOLUNTEER - COMMUNITY PANTRY
	FILIPINO PATRIOT SCHOLARS PROJECT OF DOST-SEI	10/06/2020	11/12/2020	30+ HOURS	VOLUNTEER (NATIONAL), GENERAL (REGIONAL) SECRETARY-

(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 attended and list all training programs attended.)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION

31	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	QGIS DATA PROCESSING		VISAYAS STATE UNIVERSITY LEADERSHIP AWARD FINALIST (2023)		VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION
	HANDLING OF WEATHER INSTRUMENTS (E.G. BAROMETERS, PSYCHROMETERS, ETC.)		VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL LEADERSHIP AWARD (2019)		VISCAN HIGH SCHOOL ALUMNI ASSOCIATION, INC.
	RESEARCH SKILLS		VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL RESEARCH CONGRESS (2019) - 2ND PLACE BEST RESEARCH (STEM CATEGORY)		DESTINY YOUTH MOVEMENT
	ORGANIZATIONAL & LEADERSHIP SKILLS		GERRY ROXAS LEADERSHIP AWARD (2017)		
	PEOPLE & COLLABORATION SKILLS		CITIZEN'S ARMY TRAINING-1 UNIT - DUTY AWARD (2017)		
	COMMUNICATION SKILLS (LANGUAGES: CEBUANO, TAGALOG, ENGLISH)				
	WRITING & GRAPHIC DESIGN				

(Continue on separate sheet if necessary)

SIGNATURE	<i>Lyann Pan</i>	DATE	01/30/2024
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ENGR. LORENZO A. MORON	SCIENCE GARDEN, BIR ROAD, DILIMAN, QUEZON CITY	09175230502
PROF. OLIVER D. SEMBLANTE	VSU, VISCA, BAYBAY CITY, LEYTE	09228824646
MRS. BOOKIE U. PURAY	POBLACION ZONE 11, BAYBAY CITY, LEYTE	09275332342

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.



LEANNE MARIE A. LORETO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PASSPORT
ID/License/Passport No.: P4201262B
Date/Place of Issuance: 12 DEC 2019, TACLOBAN CITY, LEYTE

Signature (Sign inside the box)
01/30/2024
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this <u>JAN 30 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.		
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