

## 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	PALARAN		
FIRST NAME	DONNA JEAN		NAME EXTENSION (JR., SR)
MIDDLE NAME	LUCHAVEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	28/01/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	PUROK 7 House/Block/Lot No. _____ Street _____ LUNA Subdivision/Village _____ Barangay _____ ORMOC CITY LEYTE City/Municipality _____ Province _____
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: _____	ZIP CODE	6541
7. HEIGHT (m)	1.43	18. PERMANENT ADDRESS	PUROK 7 House/Block/Lot No. _____ Street _____ LUNA Subdivision/Village _____ Barangay _____ ORMOC CITY LEYTE City/Municipality _____ Province _____
8. WEIGHT (kg)	40	ZIP CODE	6541
9. BLOOD TYPE	"O"	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09171663309
11. PAG-IBIG ID NO.	121266590468	21. E-MAIL ADDRESS (if any)	<a href="mailto:palarandonnaJean@gmail.com">palarandonnaJean@gmail.com</a>
12. PHILHEALTH NO.	13-252181805-4		
13. SSS NO.	34-9486484-6		
14. TIN NO.	754-447-462		
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	PALARAN		N/A	N/A
FIRST NAME	COSME	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	CABALE		N/A	N/A
25. MOTHER'S MAIDEN NAME	N/A		N/A	N/A
SURNAME	LUCHAVEZ		N/A	N/A
FIRST NAME	EMMA		N/A	N/A
MIDDLE NAME	BATHIS		(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	DOLORES ELEMENTARY SCHOOL	PRIMARY EDUCATION	2005	2011	N/A	2011	FAST ACHIEVER
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2011	2015	N/A	2015	N/A
VOCATIONAL / TRADE COURSE	STI COLLEGE ORMOC	TESDA NC II	Oct-22	Dec-22	N/A	2022	TESDA SCHOLAR
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2015	2019	N/A	2019	CUMLAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF EDUCATION IN PHYSICAL EDUCATION	2020	2021	9	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 9, 2023
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]


(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 9, 2023
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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)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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DANCESPORTS ASST. COACH	N/A	N/A
DANCING	N/A	N/A
MICROSOFT	N/A	N/A
RESEARCHING	N/A	N/A
TEACHING	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
(Continue on separate sheet if necessary)		
SIGNATURE		DATE
		FEBRUARY 9, 2023

<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> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="margin-left: 40px;">Date Filed: _____</p> <p style="margin-left: 40px;">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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">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>DR. CHARIS B. LIMBO</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>9485105847</td> </tr> <tr> <td>MR. DOMINIC S. CAGANG</td> <td>LIBERTAD, ORMOC CITY, LEYTE</td> <td>9391078433</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MR. DENNIS JOEL L. CERNA	VSU, BAYBAY CITY, LEYTE	9190002810	DR. CHARIS B. LIMBO	VSU, BAYBAY CITY, LEYTE	9485105847	MR. DOMINIC S. CAGANG	LIBERTAD, ORMOC CITY, LEYTE	9391078433
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MR. DOMINIC S. CAGANG	LIBERTAD, ORMOC CITY, LEYTE	9391078433											
<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>													

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: <b>PRC</b>

PHOTO

ID/License/Passport No.:	1817610
Date/Place of Issuance:	12/20/2019 PRC Ormoc

Signature (Sign inside the box)
FEBRUARY 9, 2023
Date Accomplished

Right Thumbmark
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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath