

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	CALCETA		
FIRST NAME	MELANI	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CHIQUILLO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/16/1993	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	PALO, 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:		
7. HEIGHT (m)	1.524	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A BACULANAD Subdivision/Village Barangay SANTA FE LEYTE City/Municipality Province
8. WEIGHT (kg)	45		ZIP CODE 6513
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A BACULANAD Subdivision/Village Barangay SANTA FE LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	1211-0690-3696		ZIP CODE 6513
12. PHILHEALTH NO.	20-51062728-9		
13. SSS NO.	34-4250191-5	19. TELEPHONE NO.	N/A
14. TIN NO.	450-340-603	20. MOBILE NO.	0945-124-8015
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	melaniccalceta@gmail.com/ melanichiquillolocalceta@gmail.com

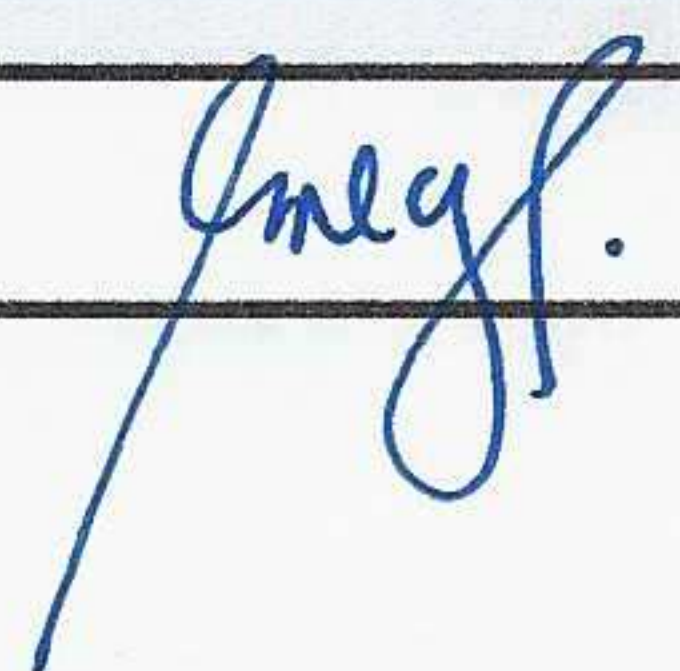
II. FAMILY BACKGROUND

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
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	CALCETA		N/A	N/A
FIRST NAME	LUDOVICO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	PARADO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CHIQUILLO		N/A	N/A
FIRST NAME	MYRNA		N/A	N/A
MIDDLE NAME	LADRERA		(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	PITOGO ELEMENTARY SCHOOL	ELEMENTARY	1999	2005	N/A	2005	VALEDICTORIAN
SECONDARY	PALO NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2009	N/A	2009	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS	BACHELOR OF SCIENCE IN MANAGEMENT	2009	2013	N/A	2013	CUM LAUDE
GRADUATE STUDIES	DR. V. ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION INC.	DOCTOR OF JURISPRUDENCE	2015	2020	N/A	2020	N/A

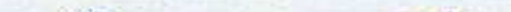
(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/8/2023
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	BAR ELIGIBILITY (RA 1080)	86.16%	5/31/2022	SUPREME COURT OF THE PHILIPPINES	82802	N/A
	HONOR GRADUATE ELIGIBILITY (PD 907)	N/A	4/30/2013	CIVIL SERVICE COMMISSION - REGION VIII	100108130049	N/A

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

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	8/8/2023

Eng.

8/8/2023



## 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)
LEGAL COUNSELLING	CERTIFICATE OF RECOGNITION FOR BEING ONE OF THE EXEMPLARY BAR PASSERS IN THE 2021 BAR EXAMINATIONS AWARDED BY THE COMMISSION ON HIGHER EDUCATION	INTEGRATED BAR OF THE PHILIPPINES - LEYTE CHAPTER
CREATIVE WRITING	EXEMPLARY BAR PASSER IN THE 2021 BAR EXAMINATIONS WITH A GWA OF 86.16%	
LEGAL AND BUSINESS WRITING	CONSISTENT HONORIFIC SCHOLAR AT THE UP VISAYAS	
LEGAL RESEARCH	BEST RESEARCH PAPER DURING THE REGIONAL RESEARCH SYMPOSIUM AT UP VISAYAS	
POLICY-MAKING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/8/2023
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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?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

☐ 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, CAREER BREAK TO PREPARE FOR BAR EXAMINATIONS

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?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

☐ 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?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:  
\_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No:  
\_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No:  
\_\_\_\_\_


41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ATTY. MICHELLE C. BASAL	PALO, LEYTE	0998-5740-171
ATTY. REY FRANZ CABIDOG, CPA	PALO, LEYTE	(053) 832 2532
ATTY. JINKY MAE O. MANALO	PALO, LEYTE	0967-412-4483

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.


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

Government Issued ID:	IBP ID
ID/License/Passport No.:	82802
Date/Place of Issuance:	MAY 31, 2022




Signature (Sign inside the box)

Date Accomplished



CALCETA, MELANI C.

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **JUN 22 2023** at \_\_\_\_\_, exhibiting his/her validly issued government ID as indicated above.

Doc. No. : **17**  
Page No. : **17**  
Book No. :  
Series of **2023**

ATTY. JINKY MAE O. MANALO  
NOTARY PUBLIC  
N.C. No. 2023-03-133 valid until December 31, 2023  
Within the Jurisdiction of RTC Tacloban City  
Roll of Attorneys' No. 82690  
PIR No. 8347166 / 01-31-23 / Tacloban City  
IBP No. 303715 / 01-19-24 / Leyte Chapter  
MCLE: Admitted to the Bar on 5-30-22  
2nd Floor Palo Public Market Bldg., Palo, Leyte  
09674124483 / manalo.jinkymae.jd@gmail.com

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