

# 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	SANTIAGO		
FIRST NAME	JOSEPH MARLON		NAME EXTENSION (JR., SR)
MIDDLE NAME	OBANDO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/03/1994	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	QUEZON CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Block 23, Lot 26 House/Block/Lot No. Street Villa Theresa Subdivision Brgy. San Isidro Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province
7. HEIGHT (m)	175	ZIP CODE	6541
8. WEIGHT (kg)	90		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Block 23, Lot 26 House/Block/Lot No. Street Villa Theresa Subdivision Brgy. San Isidro Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6541
11. PAG-IBIG ID NO.	1211-9906-6997		
12. PHILHEALTH NO.	12-025624406-9		
13. SSS NO.	06-3971207-3	19. TELEPHONE NO.	N/A
14. TIN NO.	739-754-661	20. MOBILE NO.	09359708162
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jm.santiago.030608@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SANTIAGO			
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ENRIQUEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	OBANDO			
FIRST NAME	MA. ELIZABETH			
MIDDLE NAME	OMEGA		(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	TRINITY UNIVERSITY OF ASIA	PRIMARY EDUCATION	2000	2006	ELEMENTARY GRADUATE	2006	
SECONDARY	MATAG-OB NATIONAL HIGH SCHOOL	HIGH SCHOOL EDUCATION	2012	2013	HIGH SCHOOL GRADUATE	2013	1ST HONOR
VOCATIONAL / TRADE COURSE							
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY - ORMOC CITY CAMPUS	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2013	2017	COLLEGE GRADUATE	2017	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 17, 2024
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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
	CAREER SERVICE - PROFESSIONAL LEVEL	81.63%	08/20/2023	TACLOBAN CITY, LEYTE		
	CAREER SERVICE - SUBPROFESSIONAL LEVEL	82.04%	03/17/2019	ORMOC CITY, LEYTE		

#### V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	September 17, 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)

[illegible][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)
Computer Hardware & Software Troubleshooting/Networking	N/A	BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS (BCBP)
Familiar with any Computer Operating System		
Computer Encoding		
Photo Editing / Adobe Photoshop / Canva		
Computer Literate		
Timekeeper / Payroll		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	September 17, 2024
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<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="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>VIOLETA D. ROBIN</td> <td>ORMOC CITY, LEYTE</td> <td>09354942456</td> </tr> <tr> <td>DR. IDA P. MASCARIÑAS</td> <td>ORMOC CITY, LEYTE</td> <td>09209515984</td> </tr> <tr> <td>ATTY. MARIANO R. SANTIAGO</td> <td>TIMOG AVENUE, QUEZON CITY</td> <td>09178063982</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	VIOLETA D. ROBIN	ORMOC CITY, LEYTE	09354942456	DR. IDA P. MASCARIÑAS	ORMOC CITY, LEYTE	09209515984	ATTY. MARIANO R. SANTIAGO	TIMOG AVENUE, QUEZON CITY	09178063982
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<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>0111-8743215-0</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>UMID</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>ORMOC CITY, LEYTE</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:	0111-8743215-0	ID/License/Passport No.:	UMID	Date/Place of Issuance:	ORMOC CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)            September 17, 2024            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) September 17, 2024 Date Accomplished	
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">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; height: 60px; margin: 10px auto; width: 80%;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 80%;">           Person Administering Oath         </div> </div> <div style="width: 50%; text-align: center;">             PHOTO         </div> </div> <div style="text-align: center; margin-top: 20px;">             Right Thumbmark         </div>													