

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	S A C R O		
FIRST NAME	L O R I S A J O Y		N/A
MIDDLE NAME	B U L A W A N		
3. DATE OF BIRTH (mm/dd/yyyy)	09/22/1994	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pis. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE		Philippines
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 ZIP CODE	<div>House/Block/Lot No. Street</div> <div>Purok 2 SANTA CRUZ</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.50		
8. WEIGHT (kg)	60		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2005845665	18. PERMANENT ADDRESS ZIP CODE	<div>House/Block/Lot No. Street</div> <div>Purok 2 SANTA CRUZ</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
11. PAG-IBIG ID NO.	121217504356		
12. PHILHEALTH NO.	13-025443963		
13. SSS NO.	34-6261945-0		
14. TIN NO.	494-888-733	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	6308273	20. MOBILE NO.	0916-913-4493
		21. E-MAIL ADDRESS (if any)	lorisajoy@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)		
	MIDDLE NAME			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SACRO			
	FIRST NAME	SATURNINO JR.		
	MIDDLE NAME	CERNA		
25. MOTHER'S MAIDEN NAME				
	SURNAME	BULAWAN		
	FIRST NAME	LOURDES		
	MIDDLE NAME	N/A		
(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 GRADUAT ED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SANTA CRUZ ELEMENTARY SCHOOL		JUNE 2001	MARCH 2007		2007	SALUTATORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		JUNE 2007	APRIL 2011		2011	4TH HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	JUNE 2012	APRIL 2016		2016	CUM LAUDE
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY	MASTER IN MANAGEMENT	AUGUST 2018	AUGUST 2020		2020	n/a


(Continue on separate sheet if necessary)


SIGNATURE		DATE	February 10, 2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
N/A						
(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)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Visayas Cluster Assembly on Responsible Public Sector Unionism: "Edukalidad: Aking Hangad at Responsibilidad"	08/24/2022	08/26/2022	24	Technical	Department of Education - National Employee Union
	Symposium of Role of Women in Nation Building	3/31/2022	3/31/2022	8	Technical	Baybay 10 District - Ciabu National High School
	Bookkeeping for Microenterprises	3/18/2022	03/18/2022	8	Technical	National Wages and Productivity Commission
	Orientation Seminar on Sexually Transmitted Infections: HIV/AIDS	12/13/2021	12/13/2021	4	Technical	Baybay 10 District - Ciabu National High School
	Health and Wellness Seminar/Workshop 2	11/12/2021	11/12/2021	8	Technical	Baybay 10 District - Ciabu National High School
	Receiving and Responding to Workplace Communication	7/20/2021	7/20/2021	8	Technical	Technical Education and Skills Development Authority
	Health and Wellness Seminar/Workshop	06/08/2021	06/08/2021	8	Technical	Ciabu National High School
	Learning Session on Synergy For DTI Southern Leyte	12/19/2019	12/19/2019	4	Technical	Department of Trade and Industry - Southern Leyte Provincial Office
	Small Business Counselor Course 105: Financial Management	11/25/2019	11/29/2019	40	Technical	University of the Philippines - Institute of Small-Scale Industries / Department of Trade and Industry Regional Office VIII
	RAPID Growth Orientation and Green and Gender Responsive Value Chain Analysis and Social Media Seminar	11/18/2019	11/20/2019	24	Technical	Department of Trade and Industry Regional Office VIII
	Small Business Counselor Course 106: Investment Promotion	04/10/2019	04/12/2019	24	Technical	Board of Investments / Department of Trade and Industry Regional Office VIII
	Business Operational Plan Preparation Workshop	04/08/2019	04/08/2019	8	Technical	Department of Trade and Industry - Southern Leyte Provincial Office
	Value Chain Orientation and Preparation Workshop for DTI RAPID Growth Project	04/05/2019	04/05/2019	8	Technical	Department of Trade and Industry - Southern Leyte Provincial Office
	Knowledge Sharing on Saemaul Undong and Enhancementr of Employment Policy in Local Governments as Strategies for Rural Development	11/28/2018	11/29/2018	16	Technical	Department of Trade and Industry - Southern Leyte Provincial Office
	Gender Sensitivity Training	10/22/2018	10/24/2018	20	Technical	Department of Trade and Industry - Southern Leyte Provincial Office
	Training on Open Data Kit for Cacao Industry Databanking	10/16/2018	10/17/2018	16	Technical	Department of Trade and Industry - Southern Leyte Provincial Office
	Small Business Counselor Course 103: Strategic Marketing	7/9/2018	7/13/2018	40	Technical	University of the Philippines - Institute of Small-Scale Industries / Department of Trade and Industry Regional Office VIII
	DTI Enhanced - Client Profile and Monitoring System (E-CPMS) Training Workshop	03/06/2018	03/06/2018	8	Technical	Department of Trade and Industry Regional Office VIII
(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 SKILLS	N/A		VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION		
	BASIC ADOBE PHOTOSHOP			SOUTHERN LEYTE STATE UNIVERSITY ALUMNI ASSOCIATION		
	BASIC ACCOUNTING AND BOOKKEEPING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	February 10, 2023	

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: resignation _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>CONTACT NUMBER</th></tr><tr><td>MICHAEL B. NUÑEZ</td><td>MAASIN CITY</td><td>0917-705-1504</td></tr><tr><td>ESTRELLA P. OQUIAS</td><td>BAYBAY CITY</td><td>0930-676-7312</td></tr><tr><td>GERRY L. TORILLO</td><td>BAYBAY CITY</td><td>0921-399-7579</td></tr></table>		NAME	ADDRESS	CONTACT NUMBER	MICHAEL B. NUÑEZ	MAASIN CITY	0917-705-1504	ESTRELLA P. OQUIAS	BAYBAY CITY	0930-676-7312	GERRY L. TORILLO	BAYBAY CITY	0921-399-7579
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GERRY L. TORILLO	BAYBAY CITY	0921-399-7579											
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: TIN
ID/License/Passport No.: 494-888-733
Date/Place of Issuance: JAN 2017/ MAASIN CITY


Signature (Sign inside the box)
February 10, 2023
Date Accomplished


LORISA JOY B. SACRO

Right Thumbmark

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

Person Administering Oath