

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 | ROSALES | | | |
| FIRST NAME | CHARLES JONE | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | MODEQUILLO | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 06/22/2000 | 16. CITIZENSHIP | <input 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 | LIBONA, BUKIDNON | If holder of dual citizenship, please indicate the details. | | |
| 5. SEX | <input checked="" type="checkbox"/> Male <input 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 | <div>N/A</div> <div>N/A</div> <div>PUROK 5</div> <div>LIBONA</div> <div>8706</div> | |
| 7. HEIGHT (m) | 1.65m | 18. PERMANENT ADDRESS | <div>N/A</div> <div>N/A</div> <div>PUROK 5</div> <div>LIBONA</div> <div>8706</div> | |
| 8. WEIGHT (kg) | 51kg | | ZIP CODE | |
| 9. BLOOD TYPE | AB | | | |
| 10. GSIS ID NO. | N/A | | | |
| 11. PAG-IBIG ID NO. | 121352976777 | | | |
| 12. PHILHEALTH NO. | 12-026245824-0 | ZIP CODE | | |
| 13. SSS NO. | 08-3410957-5 | 19. TELEPHONE NO. | N/A | |
| 14. TIN NO. | 654-885-976 | 20. MOBILE NO. | 09706946606 | |
| 15. AGENCY EMPLOYEE NO. | N/A | 21. E-MAIL ADDRESS (if any) | rosales.charlesjone@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 | ROSALES | | N/A | N/A |
| FIRST NAME | MAXIMINO | NAME EXTENSION (JR., SR) | N/A | N/A |
| MIDDLE NAME | QUIRIADO | | N/A | N/A |
| 25. MOTHER'S MAIDEN NAME | MODEQUILLLO, ROQUEZA RESELOSA | | N/A | N/A |
| SURNAME | MODEQUILLO | | N/A | N/A |
| FIRST NAME | ROQUEZA | | N/A | N/A |
| MIDDLE NAME | RESELOSA | | (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 | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|------------------|-----------------------------------|--|----------------------|------------|--------------------------------|----------------|---------------------------------------|
| | | | From | To | | | |
| ELEMENTARY | PLANTATION ELEMENTARY SCHOOL | BASIC EDUCATION | 06/22/2005 | 03/15/2011 | GRADE 6 | 2011 | WITH HONORS |
| SECONDARY | LIBONA NATIONAL HIGH SCHOOL | BASIC EDUCATION | 06/14/2011 | 5/4/2017 | GRADE 10 | 2017 | WITH HONORS |
| VOCATIONAL / | VISIONARY TRAINING CENTER | TEACHING ENGLISH AS A FOREIGN LANGUAE | 10/11/2024 | 11/30/2024 | CERTICATION | 2024 | N/A |
| COLLEGE | BUKIDNON STATE UNIVERSITY | BACHELOR OF ARTS IN PHILOSOPHY | 08/14/2020 | 06/20/2024 | 4TH YEAR | 2024 | MAGNA CUM LAUDE |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--|------|-------------------|
| SIGNATURE | | DATE | December 12, 2024 |
|-----------|--|------|-------------------|

| 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 | | 83.8 | 08/20/2023 | VALENCIA CITY, BUKIDNON | N/A | N/A | |
| N/A | | N/A | N/A | N/A | N/A | N/A | |
| N/A | | N/A | N/A | N/A | N/A | N/A | |
| N/A | | N/A | N/A | N/A | N/A | N/A | |
| N/A | | N/A | N/A | N/A | N/A | N/A | |
| N/A | | N/A | N/A | N/A | N/A | N/A | |
| N/A | | N/A | N/A | N/A | N/A | N/A | |
| (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. | | | | | | | |
| 28. INCLUSIVE DATES (mm/dd/yyyy) | | POSITION TITLE (Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) | MONTHLY SALARY | SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT | STATUS OF APPOINTMENT | GOV'T SERVICE |
| From | To | | | | | | |
| 02/13/2024 | 04/26/2024 | STUDENT INTERN | PROVINCIAL LEGAL OFFICE OF THE PROVINCIAL GOVERNMENT OF BUKIDNON | N/A | N/A | INTERNSHIP | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| (Continue on separate sheet if necessary) | | | | | | | |
| SIGNATURE | |  | | DATE | 12/12/2024 | | |

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 | | |
| TreeBuk Project - Malaybalay City, Bukidnon | 7/16/2023 | 10/5/2024 | 1897.2 | Volunteer |
| Angat Buhay Foundation - Barangay Damilag, Manolo Fortich, Bukidnon | 2/5/2022 | 9/5/2022 | 72.0 | Volunteer |
| Light of Jesus Community - Cagayan De Oro City | 05/19/2018 | 06/20/2020 | 2240.0 | Youth Coordinator |
| Bagong Pilipinas Serbisyo Fair - Malaybalay City Bukidnon | 09/28/2023 | 09/30/2023 | 72.0 | Volunteer |
| N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | 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 | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|-----|--|-------------------------------|------------|-----------------|---|---|
| | | From | To | | | |
| | Climate Change International Legal Regime Online Course | 05/22/2021 | 05/23/2021 | 16 | Quality Training | United Nations Institute for Training and Research and United Nations Environment Programme |
| | Green Fiscal Policy Online Course | 06/19/2021 | 6/20/2021 | 9 | Quality Training | United Nations Institute for Training and Research |
| | Mobile Journalism Online Course | 8/6/2023 | 8/6/2023 | 8 | Technical | Thomson Foundation |
| | News Writing: The Art of Storytelling Online Course | 11/7/2023 | 11/7/2023 | 8 | Technical | Thomson Foundation |
| | AI in the Newsroom: The Ethical Approach Online Course | 9/6/2023 | 9/6/2023 | 8 | Technical | Thomson Foundation |
| | Gender Sensitivity Training | 10/18/2023 | 10/20/2023 | 24 | Quality Training | BukSU Gender and Development Resource Center |
| | Tigaw Workshop 2022 | 12/13/2022 | 12/13/2022 | 8 | Technical | Collegianer - Official Student Publication of BukSu |
| | Intensive Training and Workshop | 01/18/2024 | 01/26/2024 | 80 | Soft Skills Devlpt | BukSU College of Arts and Sciences |
| | The Art of Public Speaking | 05/25/2022 | 05/25/2022 | 1.3 | Soft Skills Devlpt | BukSU Department of Philosophy |
| | Gender Fair Language Training Workshop | 03/13/2024 | 03/13/2024 | 8 | Technical | BukSu Gender and Development Resource Center |
| | FY 2024 Project Procurement Management Plan (PPMP) Preparation Seminar-Workshop | 08/29/2023 | 08/29/2023 | 8 | Technical | BukSU Office of the Vice President for Administration and Finance |
| | Infocamp 2024: University Branding Workshop | 04/29/2024 | 04/30/2024 | 16 | Technical | BukSU Information Unit and Office of the Vice President for Administration and Finance |
| | N/A | N/A | N/A | N/A | N/A | N/A |
| | N/A | N/A | N/A | N/A | N/A | N/A |
| | N/A | N/A | N/A | N/A | N/A | N/A |
| | N/A | N/A | N/A | N/A | N/A | N/A |






(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--|--|--|
| Public Speaking (hosting, debate, talks, etc.) | Second Overall Best Speaker - Mindanao Novice Cup | Press Secretary - BukSU Supreme Student Council (2023-2024) |
| Writing (creative, technical, content) | 2nd Runner Up - Mr. and Ms. Feb Pag-Ibig 2023 | Assistant Managing Editor/Staff Writer - Collegianer Publication (2021-2023) |
| Leadership | 8th Place - Creative Photography (MASTS Socio-Cultural 2022) | Content Director - BukSU COMELEC (2022-2023) |
| Organizational Skills | 11th Place - Photojournalism (MASTS Socio-Cultural 2022) | Debater/Adjudicator - BukSU Debate Varsity (2021-2024) |
| Critical and Analytical Thinking | Best Writer - Tigaw Workshop 2022 | Treasurer - Amicus Sophia (2021-2022) |
| Mentoring and Teaching | Best Intern/Provider of Legal Services - BukSU Philosophy Dept | Member - Malaybalay City Debate Union (2022-2024) |
| MS Word, Excel, PPT, etc. | 3rd Runner Up - Dagliang Talumpati (MASTS Socio-Cultural 2023) | Member - Mindanao Parliamentary Debate Union (2022-2024) |
| Graphic Design | 1st Place - Extemporaneous Speech/Essay Writing (Philosophy Week 2023) | Youth Consultant - Jesus Nazareno Parish Youth Apostolate (2023-2024) |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 12/12/2024 |
|-----------|---|------|------------|

| 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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 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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Atty. Earl Guen Q. Padayao, J.D.</td><td>Gulapa and Lim Law Firm, Pasig City, Metro Manila</td><td>9758454290</td></tr><tr><td>Ceos Mark Pronto</td><td>Porac Street, Rubio Compound, Kalasungay, Malaybalay City, Bukidnon</td><td>9665794555</td></tr><tr><td>Vicente L. Quimbo, Jr.</td><td>Phase 3, SDA Landing, Malaybalay City, Bukidnon</td><td>9977429858</td></tr></tbody></table> | | | NAME | ADDRESS | TEL. NO. | Atty. Earl Guen Q. Padayao, J.D. | Gulapa and Lim Law Firm, Pasig City, Metro Manila | 9758454290 | Ceos Mark Pronto | Porac Street, Rubio Compound, Kalasungay, Malaybalay City, Bukidnon | 9665794555 | Vicente L. Quimbo, Jr. | Phase 3, SDA Landing, Malaybalay City, Bukidnon | 9977429858 | | | | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | | | | |
| Atty. Earl Guen Q. Padayao, J.D. | Gulapa and Lim Law Firm, Pasig City, Metro Manila | 9758454290 | | | | | | | | | | | | | | | | |
| Ceos Mark Pronto | Porac Street, Rubio Compound, Kalasungay, Malaybalay City, Bukidnon | 9665794555 | | | | | | | | | | | | | | | | |
| Vicente L. Quimbo, Jr. | Phase 3, SDA Landing, Malaybalay City, Bukidnon | 9977429858 | | | | | | | | | | | | | | | | |
| 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. | | <div> CHARLES JONE M. ROSALES PHOTO</div> <div> Right Thumbmark</div> | | | | | | | | | | | | | | | | |
| <table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PhilSys National ID</td></tr><tr><td>ID/License/Passport No.:</td><td>6074-0892-3846-8352</td></tr><tr><td>Date/Place of Issuance:</td><td>Municipal Hall, Poblacion, Libona, Bukidnon</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: | PhilSys National ID | ID/License/Passport No.: | 6074-0892-3846-8352 | Date/Place of Issuance: | Municipal Hall, Poblacion, Libona, Bukidnon | <table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">12/12/2024</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table> |  | | Signature (Sign inside the box) | | 12/12/2024 | | Date Accomplished | | |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance | | | | | | | | | | | | | | | | | | |
| Government Issued ID: | PhilSys National ID | | | | | | | | | | | | | | | | | |
| ID/License/Passport No.: | 6074-0892-3846-8352 | | | | | | | | | | | | | | | | | |
| Date/Place of Issuance: | Municipal Hall, Poblacion, Libona, Bukidnon | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | | | | | | |
| 12/12/2024 | | | | | | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | | | | | | |

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

