

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	PRIMA			
FIRST NAME	ELAINE JEAN		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ANDUYON			
3. DATE OF BIRTH (mm/dd/yyyy)	3/8/1993	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	Ospital ng Makati, Makati City	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)	1.57 m	17. RESIDENTIAL ADDRESS	1423 Flora Vista Condominium Peacock Street	
8. WEIGHT (kg)	50kg		House/Block/Lot No. Street	
9. BLOOD TYPE	O		Commonwealth	
10. GSIS ID NO.	N/A		Subdivision/Village Barangay	
11. PAG-IBIG ID NO.	N/A		Quezon City Metro Manila	
12. PHILHEALTH NO.	01-051985183-6	ZIP CODE	City/Municipality Province	
13. SSS NO.	34-4862620-5	18. PERMANENT ADDRESS	Real Street	
14. TIN NO.	462-837-847		House/Block/Lot No. Street	
15. AGENCY EMPLOYEE NO.	OSEC-DENRB-A2-81-1998		Hingatangan	
			Subdivision/Village Barangay	
			Silago Southern Leyte	
		ZIP CODE	City/Municipality Province	
			6607	
19. TELEPHONE NO.	N/A	20. MOBILE NO.	09171326211	
21. E-MAIL ADDRESS (if any)	elainejeanprima@yahoo.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	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	PRIMA		N/A	N/A
FIRST NAME	LINO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	TOSLOC		N/A	N/A
25. MOTHER'S MAIDEN NAME	EDELIA FELIZARTA ANDUYON		N/A	N/A
SURNAME	ANDUYON		N/A	N/A
FIRST NAME	FELIZARTA		N/A	N/A
MIDDLE NAME	ANDUYON		(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	HINGATUNGAN ELEMENTARY SCHOOL	PRIMARY	1999	2005	GRADUATED	2005	VALEDICTORIAN
SECONDARY	HINGATUNGAN NATIONAL HIGH SCHOOL	SECONDARY	2005	2009	GRADUATED	2009	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL SCHOOL OF BUSINESS AND LAW	BACHELOR IN ACCOUNTANCY	2009	2014	GRADUATED	2014	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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		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)							
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 (in full)	(Write
		From	To				
	R.A 9184 Government Procurement Reform Act (8th Edition) and its 2016 Revised Implementing Rules and Regulations	03/25/21	0326/21	16	Technical	SCCE Training Center (Government Procurement Policy Board)	
	Public Service Values in Times of Adversities	2/11/21	2/26/21	8	Administrative	Civil Service Commission	
	Financial Literacy	9/16/2019	9/20/2019	40	Technical	Philippine statistical Research and Training Institute	
	GACPA Conference Seminar in Celebration of Accountancy Week	07/19/2018	07/19/2018	8	Technical	Government Association of Certified Public Accountants	
	Roll-Out of the Financial Accounting System	05/30/2018	06/01/2018	24	Technical	Financial Management Services- DENR	
	Orientation on Human Resource Initiatives and Programs for Excellent Public Service Delivery	2/06/2018	02/06/2018	8	Administrative	Department of Environment and Natural Resources -Central Office	
	Handy and Updated Guide in the Audit of Procurement with focus on Infrastructure Project Implementation	09/25/2017	09/29/2017	40	Technical	Commission on Audit- Region 4A	
	Online Submission of Budget and Financial Accountability Reports (BFARs) to DBM	07/19/2017	07/25/2017	56	Technical	Financial Management Services- DENR	
	Gender Sensitivity Training	05/17/2017	05/18/2017	16	Administrative	Human Resource Development Service	
	Workshop on Closing of the FY 2016 Books of Accounts	01/08/17	01/13/17	40	Technical	Region 4A CALABARZON	
	Conference Seminar "GACPA Moving Up A Notch for Nation Building"	7/21/2016	7/21/2016	8	Technical	Government Association of Certified Public Accountants	
	Seminar on Implementing the Use of Government Accounting Manual (GAM) for National Government Agencies	5/23/2016	5/27/2016	40	Technical	Commission on Audit- Region 4A	
	Learning Event on Enhanced Electronic New Government Accounting System (eNGAS) and Electronics Budget System (eBUDGET)	4/25/2016	4/29/2016	40	Technical	Commission on Audit and Department of Environment and Natural Resources	
	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)							
VIII. OTHER INFORMATION							
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	Microsoft Program Literate	N/A			N/A		
	SAP Business Literate	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		01/08/2020		CS FORM 212 (Revised 2017), Page 3 of 4	

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 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>TEL. NO.</th></tr><tr><td>Emmanuel Colocado</td><td>SGV and Co.- Senior Auditor</td><td>9151342793</td></tr><tr><td>Leodina L. Laddaran</td><td>DENR Section Chief</td><td>9173960218</td></tr><tr><td>BABYRUTH ACABAN</td><td>ACCOUNTANT</td><td>9062160267</td></tr></table>		NAME	ADDRESS	TEL. NO.	Emmanuel Colocado	SGV and Co.- Senior Auditor	9151342793	Leodina L. Laddaran	DENR Section Chief	9173960218	BABYRUTH ACABAN	ACCOUNTANT	9062160267						
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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.																			
<table><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>PRC ID</td></tr><tr><td>ID/License/Passport No.:</td><td>0164123</td></tr><tr><td>Date/Place of Issuance:</td><td>03/08/2017 / PRC Manila</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:	PRC ID	ID/License/Passport No.:	0164123	Date/Place of Issuance:	03/08/2017 / PRC Manila	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table> <table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Signature (Sign inside the box)		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.																			
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