

# 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 ( ☐ )d 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	CINCO		
FIRST NAME	MARK ANTHONY		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	TABUNAN		
3. DATE OF BIRTH (mm/dd/yyyy)	12/08/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	HINUNANGAN, SO. LEYTE	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	N/A N/A House/Block/Lot No. Street N/A STO. NINO 1 Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	6608
8. WEIGHT (kg)	79		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A STO. NINO 1 Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	NONE	ZIP CODE	
11. PAG-IBIG ID NO.	1212-5753-0097		
12. PHILHEALTH NO.	1325-1630-8188		
13. SSS NO.	34-8707651	19. TELEPHONE NO.	NONE
14. TIN NO.	746-326-168-000	20. MOBILE NO.	09070574197
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	<a href="mailto:karmynohntnaocinc@gmail.com">karmynohntnaocinc@gmail.com</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		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	NONE	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CINCO			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CAMAHALAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	TABUNAN			
FIRST NAME	ARLYN			
MIDDLE NAME	USARES		(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	OTAMA ELEMETARY SCHOOL	BASIC EDUCATION			N/A		6TH HONORABLE
SECONDARY	HOLY ROSARY ACADEMY OF HINUNANGAN INC.	SECONDARY EDUCATION			N/A		5TH HONORABLE/ EEC SHOLAR
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS AGRICULTURE MAJOR IN PLANT BREEDING		07//2019	N/A	2019	DA-BIOTECH SCHOLAR
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS AGRONOMY MINOR IN PLANT BREEDING	10//2020		6	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	JUNE 22, 2020
-----------	------	---------------

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	January 20, 2022
------------------	--	-------------	------------------

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S							
29.	NAME & ADDRESS OF ORGANIZATION (full)	(Write in	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
			From	To			
	HINGYAP PH		02/06/2021	02/07/2021	16 HOURS	Volunteer in the campaign of DOH for the vaccination of polio and tigas at Palo, Leyte	
	KABALIKAT CIVICOM		07/22/2021	PRESENT		Action officer and communicator	
(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			
	Capability Building for 4H Scholars: Training on Aquaponics Technology		12/12/2018	12/16/2018	40	Technical	ATI RTC 8
	ABE TALKS: POSTHARVEST OPERATIONS AND LOSSES ON MAJOR CROPS OF THE PHILIPPINES		10/29/18	10/29/2018	8	Technical	VISAYAS STATE UNIVERSITY
	SEARCA Regional Professional Chair Lecture on Microbial-induced Mobilization of Micronutrients in Soil for Increased Yield and Improved Nutritional Quality of Sweetpotato and Purple Yam		3/20/18	3/20/2018	4	Technical	VISAYAS STATE UNIVERSITY
	Climate Change Adaption Technology, Mitigation Techniques, and Management Siminar		12/19/18	12/19/18	3		VISAYAS STATE UNIVERSITY
	Region 8 Summit on Biochar: How to Increase Agricultural Yield and Improved Climate Change		12/13/18	12/13/18	8	Technical	Ormoc City Agriculture
	Training-Seminar on Disaster Preparedness		4/21/18	4/21/18			VISAYAS STATE UNIVERSITY
	Training on identification of proper and complete items Technical and parameters and orientation of the purchase request (PR) module of the supply properties procurement management information system (SPPMIS		8/28/20	8/28/20	8	Managerial	VISAYAS STATE UNIVERSITY
	Webinar on root system architecture and root tuber crop productivity: Novel insights from the sweetpotato		6/25/21	6/25/21	4	Technical	VISAYAS STATE UNIVERSITY
(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)	
	MOUNTAINEERING					KNIGHTS OF THE COLOMBUS	
	VOLLEYBALL					KABALIKAT CIVICOM	
	DRIVER LICENCE R1						
(Continue on separate sheet if necessary)							
SIGNATURE					DATE	JUNE 15, 2020	

<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, please specify: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <p>If YES, please specify ID No: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES           <input checked="" type="checkbox"/> NO         </div> <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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Jose L. Bacusmo</td> <td></td> <td></td> </tr> <tr> <td>Luz O. Moreno</td> <td></td> <td></td> </tr> <tr> <td>Rodulfo G. Escalada</td> <td></td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Jose L. Bacusmo			Luz O. Moreno			Rodulfo G. Escalada			
NAME	ADDRESS	TEL. NO.												
Jose L. Bacusmo														
Luz O. Moreno														
Rodulfo G. Escalada														
<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>Driver's License</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P5285930A</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>12/08/2018</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:	Driver's License	ID/License/Passport No.:	P5285930A	Date/Place of Issuance:	12/08/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; vertical-align: bottom;">Signature (Sign inside the box)</td> </tr> <tr> <td style="height: 30px; vertical-align: bottom;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished	<div style="text-align: center;">  <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 5px;">Right Thumbmark</div>
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)														
PLEASE INDICATE ID Number and Date of Issuance														
Government Issued ID:	Driver's License													
ID/License/Passport No.:	P5285930A													
Date/Place of Issuance:	12/08/2018													
Signature (Sign inside the box)														
Date Accomplished														
<p>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; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 200px; height: 30px; margin: 5px auto; text-align: center;">       Person Administering Oath     </div>														