

# 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.**

## I. PERSONAL INFORMATION

2. SURNAME	SILVANO		
FIRST NAME	GUADA MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	RECTO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/7/1998	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	ZONE 2
			House/Block/Lot No. Street
			GUADALUPE
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6251
8. WEIGHT (kg)	75		
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. Street
10. GSIS ID NO.			PATAG
11. PAG-IBIG ID NO.	1212-4820-6736		Subdivision/Village Barangay
12. PHILHEALTH NO.	01-250729524-8		BAYBAY LEYTE
			City/Municipality Province
		ZIP CODE	6521
13. SSS NO.	34-8350718-5	19. TELEPHONE NO.	
14. TIN NO.	749-123-872	20. MOBILE NO.	0965 275 9615
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:guadasilvano98@gmail.com">guadasilvano98@gmail.com</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			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	<b>SILVANO</b>						
FIRST NAME	<b>DINO JOSE</b>	NAME EXTENSION (JR., SR)					
MIDDLE NAME	<b>PERNITO</b>						
25. MOTHER'S MAIDEN NAME							
SURNAME	<b>RECTO</b>						
FIRST NAME	<b>EDNA</b>						
MIDDLE NAME	<b>MARTINEZ</b>		<i>(Continue on separate sheet if necessary)</i>				
<b>III. EDUCATIONAL BACKGROUND</b>							
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	<b>SUN VALLEY ELEMENTARY SCHOOL</b>	<b>ELEMENTARY EDUCATION</b>	<b>6/6/2005</b>	<b>4/11/2011</b>		<b>2011</b>	<b>HONORABLE MENTION</b>
SECONDARY	<b>CHRISTIAN FAITH ACADEMY OF BETTER LIVING, INC.</b>	<b>HIGH SCHOOL EDUCATION</b>	<b>6/6/2011</b>	<b>3/20/2015</b>		<b>2015</b>	<b>HONORABLE MENTION</b>
VOCATIONAL / TRADE COURSE							
COLLEGE	<b>POLYTECHNIC UNIVERSITY OF THE PHILIPPINES</b>	<b>BS PSYCHOLOGY</b>	<b>6/8/2015</b>	<b>5/10/2019</b>		<b>2019</b>	<b>PRESIDENT'S LISTER</b>
GRADUATE STUDIES							
<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>			<b>DATE</b>		March 29, 2021		

**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
Civil Service	84.4	August 4, 2019	Diosdado Macapagal Elementary School, Quezon City		

*(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*

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 (Y/ N)
From	To						
8/13/2019	5/23/2021	Human Resource Assistant	SM Engineering, Design, and Development Corp.	16200.00		Regular	
4/1/2019	7/1/2019	Human Resource Officer	Mondes International Beauty Products, Inc.	14000.00		Training	

[illegible]

<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>	<i>Asilvano</i>			<b>DATE</b>	March 29, 2021		

**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		
NA					

*(Continue on separate sheet if necessary)*

**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

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			
NA						



MS Office		Tatsulok - Alyansa ng mga Mag - Aaral sa Sikolohiyang Pilipino	
Events Management		PUP - Bukluran sa Sikolohiyang Pilipino	
Records Keeping			
<i>(Continue on separate sheet if necessary)</i>			
<b>SIGNATURE</b>		<b>DATE</b>	<b>March 29, 2021</b>

<p>34. Are you related by consanguinity or affinity to the appointing or recommending 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>If YES, give details:</p> <p>_____</p> <p>_____</p> <p>_____</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>If YES, give details:</p> <p>_____</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____ Resignation</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>YES, give details: _____</p> <p>YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>If YES, give details (country):</p> <p>_____</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 8072), please answer the following items:</p>	

Are you a member of any indigenous group?	If YES, please specify: _____  If YES, please specify ID No: _____  If YES, please specify ID No: _____
Are you a person with disability?	
Are you a solo parent?	

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)


NAME	ADDRESS	TEL. NO.
Alexander A. Abungan	Baybay City	0926 764 4289
Ana Lisa M. Recto	Baybay City	0929 449 5603
Jesusa Jimenez	Baybay City	0905 882 8359

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID	
Government Issued ID	PhilHealth
ID/License/Passport No	01 - 250729524 - 8
Date/Place of Issuance	August 2019/ Paranaque City


Signature (Sign inside the box)
March 29, 2021

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

Person Administering Oath

