

# 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	NOVIO		
FIRST NAME	GLYCEL KYLE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PATIGDAS		
3. DATE OF BIRTH (mm/dd/yyyy)	8/18/1999	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	LAPU-LAPU CITY, CEBU	If holder of dual citizenship, please indicate the details.	
5. SEX			
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS	30 DE DICIEMBRE ST.
			House/Block/Lot No. Street
			BRGY. ZONE 23
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
7. HEIGHT (m)	1.50 m	ZIP CODE	
8. WEIGHT (kg)	50 kg		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	30 DE DICIEMBRE ST.
			House/Block/Lot No. Street
			BRGY. ZONE 23
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	122513564129		
13. SSS NO.	06-4356018-5	19. TELEPHONE NO.	
14. TIN NO.	769-379-815-000	20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

## 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	NOVIO		
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ABELLA		
25. MOTHER'S MAIDEN NAME	PATIGDAS		
SURNAME	NOVIO		
FIRST NAME	RESCHEL		
MIDDLE NAME	CABRERA	(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	BAYBAY II CENTRAL SCHOOL FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	GRADE SCHOOL	1	3		2010	NONE

SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1	4		14	NONE
VOCATIONAL /							
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	COLLEGE GRADUATE (BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION)	1	4		2019	1
GRADUATE STUDIES							
<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>			<b>DATE</b>		April 21, 2021		



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>				<b>DATE</b>	04/21/2021		





**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)
ENCODING	N/A	N/A
WRITING		



<i>(Continue on separate sheet if necessary)</i>			
<b>SIGNATURE</b>		<b>DATE</b>	<b>04/21/2021</b>

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)?	If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	If YES, give details: _____  If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: _____
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?	If YES, give details: _____
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?	If YES, give details: _____  If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____
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?	If YES, please specify: _____  If YES, please specify ID No: _____  If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">           ID picture taken within the last 6 months            3.5 cm. X 4.5 cm            (passport size)         </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">           With full and handwritten name tag and signature over printed name         </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">           Computer generated or photocopied picture is not acceptable         </div> <div style="text-align: center;">PHOTO</div>
NAME	ADDRESS	TEL. NO.	
ARACELI C. PATIGDAS	30 DE DICIEMBRE ST.	563-9008	
42. <small>Indicate under each box how personally accomplished the Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of presidential, rules and regulations of the Republic of the Philippines. Indicate the agency head/department 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 cases against me.</small>			

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">           PLEASE INDICATE ID Number and Date of Issuance         </div> Government Issued ID: _____  ID/License/Passport No.: _____  Date/Place of Issuance: _____	GLYCEL KYLE P. NOVIO   <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           Signature (Sign inside the box)         </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           04/21/21         </div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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Date/Place of Issuance.

Date Accomplished

Right Thumbmark

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

Person Administering Oath