

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	ORZALES		
FIRST NAME	JOY KRISTEL		NAME EXTENSION (JR., SR)
MIDDLE NAME	LOBRIGUITO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/27/1985	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	MARIKINA 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.52 m	17. RESIDENTIAL ADDRESS	MANHATTAN PARKWAY RES. TOWER 1 GEN. MALVAR ST. House/Block/Lot No. Street ARANETA CENTER, CUBAO SOCORRO Subdivision/Village Barangay QUEZON CITY NCR City/Municipality Province
8. WEIGHT (kg)	54	ZIP CODE	1109
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	MANHATTAN PARKWAY RES. TOWER 1 GEN. MALVAR ST. House/Block/Lot No. Street ARANETA CENTER, CUBAO SOCORRO Subdivision/Village Barangay QUEZON CITY NCR City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	1109
11. PAG-IBIG ID NO.	121058311073	19. TELEPHONE NO.	02-7621-4152
12. PHILHEALTH NO.	030505733432	20. MOBILE NO.	639171461007
13. SSS NO.	34-1653740-7	21. E-MAIL ADDRESS (if any)	jkorzales@gmail.com
14. TIN NO.	273-480-630		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ORZALES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DANN DEE	NAME EXTENSION (JR., SR)	ALEKSANDRIA JEROME ORZALES	10/09/2010
MIDDLE NAME	TORDILLO		JUAN JAIME KISMET ORZALES	12/03/2014
OCCUPATION	IT PROFESSIONAL		AEDA SICILIA IV ORZALES	04/02/2020
EMPLOYER/BUSINESS NAME	UNILEVER PHILIPPINES			
BUSINESS ADDRESS	BONIFACIO CORPORATE CENTER, BGC, TAGUIG			
TELEPHONE NO.	588-8888			
24. FATHER'S SURNAME	LOBRIGUITO			
FIRST NAME	JOHNNYFOUR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIAZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	MERCADO			
FIRST NAME	AIDA			
MIDDLE NAME	BUSTAMANTE		(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	MOTHER OF DIVINE PROVIDENCE SCHOOL	GRADE SCHOOL	1992	1998	N/A	1998	HONORABLE MENTION
SECONDARY	SECOND PHILIPPINE INTERNATIONAL SCHOOL	HIGH SCHOOL	2000	2002	N/A	2002	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	
COLLEGE	UNIVERSITY OF THE PHILIPPINES BAGUIO	BS SOCIAL SCIENCES (MAJ. ECONOMICS, MIN. POLITICAL SCIENCE)	2002	2008	N/A	2008	
GRADUATE STUDIES	UNIVERSITY OF ASIA AND THE PACIFIC	MASTER IN APPLIED BUSINESS ECONOMICS	2019	PRESENT	39 units	N/A	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 19, 2022
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[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.





INCLUSIVE DATES				SALARY/ JOB/PAY		
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 19, 2022
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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	
(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			
	English Writing for Professionals Course	02/15/2022	05/20/2022	32.0	TECHNICAL	UNIVERSITY OF ASIA AND THE PACIFIC
	Global Agribusiness Management and Entrepreneurship Conference 2021	11/18/2021	11/19/2021	16.0	TECHNICAL	UP LOS BANOS
	Challenging the Change: Mitigating the Impact of Climate Change on Food Security	11/12/2021	11/12/2021	1.5	TECHNICAL	World Food Programme
	Climate Change Adaptation and Disaster Risk Management	01/26/2019	05/18/2019	35.0	TECHNICAL	UP LOS BANOS and SEARCA
	Applied Statistical Forecasting	07/04/2019	07/05/2019	14.0	TECHNICAL	UP DILIMAN
	Digital Marketing Specialist Course	03/17/2018	05/26/2018	40.0	TECHNICAL	CIIT COLLEGE OF ARTS AND TECHNOLOGY
(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)		
	PROFICIENT IN MICROSOFT OFFICE APPLICATIONS	N/A		N/A		
	PROFICIENT IN GOOGLE WORKPLACE APPLICATIONS					
	DESIGNING AND LAYOUTING USING ADOBE					
	EVENT MANAGEMENT					
	CREATIVE WRITING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	June 19, 2022	

<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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Resignation due to pregnancy</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">SHEENA MARIE PALCONITE</td> <td style="text-align: center;">CAGAYAN DE ORO CITY</td> <td style="text-align: center;">9353850821</td> </tr> <tr> <td style="text-align: center;">NATACIA ANN ESGUERRA</td> <td style="text-align: center;">MARIKINA CITY</td> <td style="text-align: center;">9173148500</td> </tr> <tr> <td style="text-align: center;">ELLEN SORIANO</td> <td style="text-align: center;">PASIG CITY</td> <td style="text-align: center;">9175808808</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	SHEENA MARIE PALCONITE	CAGAYAN DE ORO CITY	9353850821	NATACIA ANN ESGUERRA	MARIKINA CITY	9173148500	ELLEN SORIANO	PASIG CITY	9175808808			
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<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>																
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<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: 250px; height: 60px; margin: 10px auto;"></div> <div style="text-align: center; margin-top: 5px;">Person Administering Oath</div>																