

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	CATINDOY				
FIRST NAME	CHRISTENED GRACE	NAME EXTENSION (JR., SR)			
MIDDLE NAME	CAPATOY				
3. DATE OF BIRTH (mm/dd/yyyy)	10/24/1996	16. CITIZENSHIP	Pls. indicate country:		
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.			
5. SEX	Female				
6 CIVIL STATUS	Single	17. RESIDENTIAL ADDRESS	622 VELARDE House/Block/Lot No. Street SALVACION POBLACION Subdivision/Village Barangay ALANGALANG LEYTE City/Municipality Province 6517		
7. HEIGHT (m)	5'5	18. PERMANENT ADDRESS	622 VELARDE House/Block/Lot No. Street SALVACION POBLACION Subdivision/Village Barangay ALANGALANG LEYTE City/Municipality Province 6517		
8. WEIGHT (kg)	56		ZIP CODE		
9. BLOOD TYPE	O		19. TELEPHONE NO.	0538394133	
10. GSIS ID NO.	N/A			20. MOBILE NO.	09452165101
11. PAG-IBIG ID NO.	121208578484				21. E-MAIL ADDRESS (if any)
12. PHILHEALTH NO.	020269587297	22. SPOUSE'S SURNAME			
13. SSS NO.	3470439813		DATE OF BIRTH (mm/dd/yyyy)		
14. TIN NO.	342-798-542				
15. AGENCY EMPLOYEE NO.	N/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	CATINDOY			
FIRST NAME	AGNILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DECENA			
25. MOTHER'S MAIDEN NAME	SALVACION B. CAPATOY			
SURNAME	CAPATOY			
FIRST NAME	SALVACION			
MIDDLE NAME	BALASANOS		(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	ALANGALANG I CENTRAL SCHOOL		00/00/2003	00/00/2009		2009	With Honors

SECONDARY	ALANGALANG NATIONAL HIGH SCHOOL		00/00/2009	00/00/2013		2013	5th Hon. Mention
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	00/00/2013	00/00/2017		2017	CUM LAUDE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF SCIENCE IN ENVIRONMENTAL BIOLOGY	09/00/2020	Present	15		
(Continue on separate sheet if necessary)							
SIGNATURE						June 8, 2021	

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

(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)

SIGNATURE	<i>Leahindoy</i>	DATE	06/08/2021
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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				
	SUPREME STUDENT GOVERNMENT	00/00/12	00/00/13		4TH YEAR REPRESENTATIVE		
	SOCIETY OF ENVIRONMENTAL MANAGEMENT STUDENTS	00/00/14	00/00/15		AUDITOR		
	COLLEGE OF SUPREME STUDENT COUNCIL	00/00/15	00/00/14		BOARD MEMBER		
(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				
	STUDENTS COUNCIL ALLIANCE OF THE PHILIPPINES			8 HRS		EASTERN VISAYAS STATE UNIVERSITY TACLOBAN CAMPUS	
	24TH BIODIVERSITY SYMPOSIUM			120 HRS			UEP CATARMAN NORTHERN SAMAR
	TIME CONGRESS			120 HRS		VISCA BAYBAY LEYTE	
	Payroll Training	July 18,2018	August 12,2018	240 Hrs		CEBU CITY	
	Subject Matter Expert Support for Financial Software Training	Feb 17,2020	Feb 22,2020	40 HRS		CEBU CITY	
(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)		

(Continue on separate sheet if necessary)

SIGNATURE	<i>Justin Wey</i>	DATE	06/08/2021
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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)?	NO 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?	NO 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?	NO 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: <u>(Resignation) when I transitioned from my wo</u>
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?	NO If YES, give details: _____ If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	NO 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?	NO If YES, please specify: _____ NO If YES, please specify ID No: _____ NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Nino Villafuerte	CEBU CITY	9493293391
Catherine Fernandez	CEBU CITY	9955653814
Juddy Ann Lelis	CEBU CITY	9556220492
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.		



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PASSPORT
ID/License/Passport No.: P6948924A
Date/Place of Issuance: 04/05/20

CHRISTENED GRACE CATINDOY Signature (Sign inside the box)
06/08/2021



Date/Place of Issuance: 04/20/20

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicate

Person Administering Oath

rk in Manila going to Cebu

ed above.