

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	ALCANTARA		
FIRST NAME	RICHARD	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	URBANO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/16/1994	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	MERIDA, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	PUROK 7 House/Block/Lot No. Street MACARIO Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province 6540
7. HEIGHT (m)	1.80 m	ZIP CODE	PUROK 7 House/Block/Lot No. Street MACARIO Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province 6540
8. WEIGHT (kg)	65 kg		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-5138-0342	ZIP CODE	6540
12. PHILHEALTH NO.	13-050207410-6		
13. SSS NO.	06-4299797-9	19. TELEPHONE NO.	N/A
14. TIN NO.	747-046-933	20. MOBILE NO.	09750764198
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	lci.richardalcantara@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	ALCANTARA		N/A	N/A
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	NODALO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	URBANO		N/A	N/A
FIRST NAME	ANITA		N/A	N/A
MIDDLE NAME	MOPON		(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	MERIDA CENTRAL SCHOOL	GRADUATE	2001	2007		2007	ACADEMIC EXCELLENCE
JUNIOR HIGH SCHOOL	MERIDA VOCATIONAL SCHOOL	GRADUATE	2007	2011		2011	ACADEMIC EXCELLENCE
SENIOR HIGH SCHOOL	MERIDA VOCATIONAL SCHOOL	METALS AND ENGINEERING	2012	2014		2014	ACADEMIC EXCELLENCE
VOCATIONAL / TRADE COURSE	MERIDA VOCATIONAL SCHOOL	WELDING (SMAW) NC II	2012	2014		2013	NC II
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY ORMOC CITY CAMPUS	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	2014	2018		2018	
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	MASTER OF ARTS IN EDUCATION MAJOR IN MATHEMATICS	2023	2024	9 UNITS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/23/2025
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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						
(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			
	Promoting Positive Discipline: Effective Classroom Management Across Key Stages	11/09/2024	11/09/2024	8 HOURS	TECHNICAL	Resource for Educators and Academic Professionals
	Teaching Students to be Future Ready in a VUCAD World with 21st Century Skills and Mastery of MATATAG Learning Competencies	08/19/2024	08/21/2024	24 HOURS	TECHNICAL	Private Education Assistance Committee (PEAC)
	Achieving Students' Mastery and Differentiating Instruction for Standards-based Learning Recovery	07/31/2023	08/02/2023	24 HOURS	TECHNICAL	Private Education Assistance Committee (PEAC)
	3-DAY ONLINE INTERNATIONAL TRAINING WORKSHOP 2023	03/24/2023	03/26/2023	24 HOURS	TECHNICAL	Math Olympiads Training League Inc. (MOTLI)
	Enhancement of Computer Basic Education Skills Training	01/28/2023	02/11/2023	80 HOURS	TECHNICAL	Northern Leyte College, Inc.
	Three-Day Face-to-Face Live-Out Enhancement Training-Workshop on Sports Implementation and Management, thereby gaining enhanced knowledge, skills and attitude of COACHES leading towards the effective facilitation of the learners' Holistic Development	11/18/2022	11/20/2022	24 HOURS	TECHNICAL	Department of Education (DepEd)
	Action Research Workshop-Seminar: Action Research Processes, Research Ethics, and Appropriate Statistical Tool in Data Analysis	07/06/2022	07/08/2022	24 HOURS	TECHNICAL	LIDE Learning Center, Inc.
	Teaching Senior High School Core Subjects in a Flexible Class	07/18/2022	07/20/2022	24 HOURS	TECHNICAL	Private Education Assistance Committee (PEAC)
	Webinar on LMS Functionality and Features Towards Improved LMS Experience	05/30/2022	05/30/2022	8 HOURS	TECHNICAL	Lasallian Schools Supervision Services Association, Inc.
	Club Moderatorship	11/10/2021	11/10/2021	4 HOURS	TECHNICAL	PHOENIX and SIBS Publishing House
	Professional Learning Communities	11/10/2021	11/10/2021	4 HOURS	TECHNICAL	PHOENIX and SIBS Publishing House
	Teaching and Assessing the K to 12 Standards Across the Different Learning Modalities	08/19/2021	08/21/2021	24 HOURS	TECHNICAL	Private Education Assistance Committee (PEAC)
	Teaching Senior High School Core Subjects in a Flexible Class	10/20/2020	10/24/2024	40 HOURS	TECHNICAL	Private Education Assistance Committee (PEAC)
	Teachers as Frontline Counselors	05/24/2019	05/24/2019	8 HOURS	TECHNICAL	LIDE Learning Center, Inc.
	Dealing with 21st Century Learners	05/22/2019	05/22/2019	8 HOURS	TECHNICAL	LIDE Learning Center, Inc.
	The Professional Teacher, and Updates on Employment Laws and Legal Issues in the Academe	05/21/2019	05/21/2019	8 HOURS	TECHNICAL	LIDE Learning Center, Inc.
(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)	
	SINGING	N/A			N/A	
	HOSTING					
	ORGANIZING EVENTS					
	LEADERSHIP SKILLS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01/23/2025	

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
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?		<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: RESIGNATION _____</div>	
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>	
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			
NAME		ADDRESS	
CELL. NO.			
EBB NOTARIO		MAHAYAG, ISABEL, LEYTE	
09052862974			
EVELYN B. MATUGAS		MACARIO, MERIDA, LEYTE	
09368533328			
RONEL K. LOREJAS		GACAT, BAYBAY CITY, LEYTE	
09639121213			
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.			
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC</div> <div>ID/License/Passport No.: 1737749</div> <div>Date/Place of Issuance: 01/22/2018 - ORMOC CITY</div>		<div></div> <div>Signature (Sign inside the box)</div> <div>01/23/2025</div> <div>Date Accomplished</div>	
		<div></div> <div>Right Thumbmark</div>	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			
<div></div> <div>Person Administering Oath</div>			