

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	VERRA		
FIRST NAME	MARY GRACE	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	OSERIN		
3. DATE OF BIRTH (mm/dd/yyyy)	11/09/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ABUYOG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	4955 PLUTO House/Block/Lot No. Street CENTENNIAL-2A PINAGBUHATAN Subdivision/Village Barangay PASIG NCR City/Municipality Province
7. HEIGHT (m)	1.515	ZIP CODE	1602
8. WEIGHT (kg)	52	18. PERMANENT ADDRESS	426 WASHINGTON House/Block/Lot No. Street NA LOYONSAWANG Subdivision/Village Barangay ABUYOG LEYTE City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6510
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1202-5772-9473	20. MOBILE NO.	0926-447-1570
12. PHILHEALTH NO.	12-025772947-3	21. E-MAIL ADDRESS (if any)	graceverra09@gmail.com
13. SSS NO.	06-4213085-9		
14. TIN NO.	353-211-496-000		
15. AGENCY EMPLOYEE NO.	N/A		

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	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	VERRA		N/A	N/A
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR.) N/A	N/A	N/A
MIDDLE NAME	LABRADOR		N/A	N/A
25. MOTHER'S MAIDEN NAME	N/A		N/A	N/A
SURNAME	OSERIN		N/A	N/A
FIRST NAME	WILMA		N/A	N/A
MIDDLE NAME	LODOR		N/A	N/A

(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	BERNARDO V. CLOSA CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	HIGH ACHIEVEMENT
SECONDARY	NOTRE DAME OF ABUYOG	HIGH SCHOOL	2010	2014	N/A	2014	2nd HONORARY MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN CHEMISTRY	2014	2018	N/A	2018	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/21/2021
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[illegible]**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
WRITING PERSONAL BLOGS	N/A	INTEGRATED CHEMISTS
WORKOUT and YOGA		OF THE PHILIPPINES
PAINTING		
PLAYING GUITAR		
WATCHING GREY'S ANATOMY		

(Continue on separate sheet if necessary)

Schnack

DATE _____

08/21/2021

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)?

☐ YES ☒ NO
☐ YES ☒ 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?

☐ YES ☒ NO
If YES, give details: _____

☐ YES ☒ NO
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?

☐ YES ☒ 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?

☒ YES ☐ NO
If YES, give details: RESIGNATION FROM PREVIOUS COMPANY

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?

☐ YES ☒ NO
If YES, give details: _____

☐ YES ☒ NO
If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ 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?

☐ YES ☒ NO
If YES, please specify: _____



☐ YES ☒ NO
If YES, please specify ID No: _____

☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
PROF. JACOB GLENN F. JANSALIN	VISLA, BAYBAY CITY	0926 749 0861
ELIZABETH S. QUEVEDO, PhD	VISLA, BAYBAY CITY	563 - 7870
ROSEMARIE C. MILAND, RCH	VISLA MANDALUE CITY	0936 735 4421

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.


Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: <u>PRC</u> ID/License/Passport No.: <u>004131</u> Date/Place of Issuance: <u>10/19/2017 / ORMOLO CITY</u>	 Signature (Sign inside the box) <u>11/21/2021</u> Date Accomplished	 Right Thumbmark
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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

WORK EXPERIENCE SHEET

- Duration: November 06, 2018 – August 16, 2021
- Position: Laboratory Chemist
- Name of Office/ Unit: The First Analytical Services and Technical Cooperative
- Immediate Supervisor: Rosemarie C. Milano
- Name of Agency/ Organization and Location: F.A.S.T. Laboratories- Cebu, Mandaue City
 - List of Accomplishments and Contributions
 - Participated and Passed International Proficiency Tests
 - Endorsed and Recommended as DENR Signatory
 - Laboratory Equipment Coordinator
 - Assists the management in the conceptualization and implementation of programs and projects.
 - Summary of Actual Duties
 - Performs the required chemical and physical analyses of accepted samples according to specified methods and procedures. Strictly implements the established laboratory quality system based on PNS ISO 17025. Participates in Proficiency Testing and other Quality Assurance programs of the laboratory, including method verification and validation as required.


MARY GRACE O. VERRA

(Signature over Printed Name
of Employee or Applicant)

Date: Aug 23, 2021