

# 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	PALCONIT		
FIRST NAME	MARCK	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BISNAR		
3. DATE OF BIRTH (mm/dd/yyyy)	7/6/1990	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	INOPACAN, LEYTE	If holder of dual citizenship, please indicate the details.	
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	317 SAN ANTONIO House/Block/Lot No. Street POBLACION Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	1.701	ZIP CODE	6522
8. WEIGHT (kg)	78	18. PERMANENT ADDRESS	317 SAN ANTONIO House/Block/Lot No. Street POBLACION Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6522
10. GSIS ID NO.		19. TELEPHONE NO.	NOT APPLICABLE
11. PAG-IBIG ID NO.	1211-3752-5090	20. MOBILE NO.	0948-6550-697
12. PHILHEALTH NO.		21. E-MAIL ADDRESS (if any)	marckpalconit10@gmail.com
13. SSS NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NOT APPLICABLE		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOT APPLICABLE	NAME EXTENSION (JR., SR)	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
OCCUPATION	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
EMPLOYER/BUSINESS NAME	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
BUSINESS ADDRESS	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
TELEPHONE NO.	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
24. FATHER'S SURNAME	PALCONIT		NOT APPLICABLE	NOT APPLICABLE
FIRST NAME	MELCHOR	NAME EXTENSION (JR., SR)	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	CABALQUINTO		NOT APPLICABLE	NOT APPLICABLE
25. MOTHER'S MAIDEN NAME			NOT APPLICABLE	NOT APPLICABLE
SURNAME	BISNAR		NOT APPLICABLE	NOT APPLICABLE
FIRST NAME	GERTRUDES		NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	ABRANTES		(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	INOPACAN CENTRAL SCHOOL		JUNE, 1998	MARCH, 2003	NOT APPLICABLE	2003	NOT APPLICABLE
SECONDARY	INOPACAN NATIONAL HIGH SCHOOL		JUNE, 2003	MARCH, 2008	NOT APPLICABLE	2008	NOT APPLICABLE
VOCATIONAL / TRADE COURSE	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
COLLEGE	SAINT MICHAEL COLLEGE- HINDANG LEYTE	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	NOV., 2010	MARCH, 2014	NOT APPLICABLE	2014	NOT APPLICABLE
GRADUATE STUDIES	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 16, 2023
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## IV. CIVIL SERVICE ELIGIBILITY

[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.*

[illegible]

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	
		JUNE 16, 2023	

## 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	
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31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION <small>(Write in full)</small>	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION <small>(Write in full)</small>
	Interpersonal Skill		NOT APPLICABLE		NOT APPLICABLE
	Communication Skill		NOT APPLICABLE		NOT APPLICABLE
	Farming		NOT APPLICABLE		NOT APPLICABLE
			NOT APPLICABLE		NOT APPLICABLE
			NOT APPLICABLE		NOT APPLICABLE
			NOT APPLICABLE		NOT APPLICABLE
			NOT APPLICABLE		NOT APPLICABLE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 16, 2023
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
<b>Engr. Aniano B. Bacor III</b>	<b>Municipal Engineer-LGU Inopacan</b>	
<b>Sharlo A. Boldios</b>	<b>Designate Municipal Assessor-LGU Inopacan</b>	<b>0961 435 7775</b>
<b>Mrs. Elena C. Inocente</b>	<b>Election Assistant II - COMELEC, Inopacan</b>	<b>0948 373 2279</b>
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: _____ ID/License/Passport No.: _____ Date/Place of Issuance: _____	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> Signature (Sign inside the box)	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> Person Administering Oath		

ID picture taken within the last 6 months  
 4.5 cm. X 3.5 cm (passport size)  
  
 Computer generated or photocopied picture is not acceptable