

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	IBANEZ		
FIRST NAME	KEVIN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OLAYA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/17/1993	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	TACLOBAN CITY	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	House/Block/Lot No. Street VICTORIA Subdivision/Village Barangay STA. FE LEYTE City/Municipality Province
7. HEIGHT (m)	1.7 M	ZIP CODE	
8. WEIGHT (kg)	65 KG		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street VICTORIA Subdivision/Village Barangay STA. FE LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	918-190932115		
12. PHILHEALTH NO.	13-0253317915		6513
13. SSS NO.	34-7686089-7	19. TELEPHONE NO.	N/A
14. TIN NO.	348-010-259	20. MOBILE NO.	09673229604
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	ibanezkevin33@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)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	IBANEZ			11/1/1966
FIRST NAME	NOEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VALERIANO			
25. MOTHER'S MAIDEN NAME	OLAYA			5/16/1971
SURNAME	OLAYA			
FIRST NAME	GRACE			
MIDDLE NAME	DUMAS		(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)	YEAR GRADUATED	SCHOLARS HIP/ ACADEMIC HONORS RECEIVED WITH HONORS
			From	To			
ELEMENTARY	TIBAK ELEMENTARY SCHOOL	PRIMARY	6/1/1999	4/1/2005		2005	
SECONDARY	MARASBARAS NATIONAL HIGH SCHOOL	SECONDARY	6/1/2005	4/1/2012		2012	
VOCATIONAL / TRADE COURSE	HOLY TRINITY COLLEGE	COMPUTER SYSTEM SERVICING II	11/15/2019	2/14/2020		2020	
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	6/1/2012	4/1/2017		2017	
GRADUATE STUDIES	LEYTE COLLEGES	BSED - SUPPLEMENTAL					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 10, 2021
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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)

SIGNATURE		DATE		May 10, 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		
	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		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	LIBRARIES AS CATALYSTS IN THE NEW NORMAL ENVIRONMENT: CHANGES. REFORMS TRANSFORMATIONS REMOTE LEARNING RESOURCES AND GUIDELINES OF LIBRARIES IN THE NEW NORMAL	11/24/2020	11/27/2020	24 HRS	TECHNICAL	PHILLIPINE LIBRARIAN'S ASSOCIATION, INC.
		9/14/2020	9/14/2020	8 HRS		PHILLIPINE LIBRARIAN'S ASSOCIATION, INC.
	ESC RE - CERTIFICATION WORKSHOP SEMINAR	5/23/2019	5/27/2019	24 HRS	TECHNICAL	HOLY TRINITY COLLEGE
	2ND EASTERN VISAYAS LIBRARIANS' SUMMIT: "CAPABILITY BUILDING OF LIBRARIANS FOR STATE-OF-THE-ART ENVIRONMENT"	8/29/2018	8/31/2018	24 HRS	TECHNICAL	EASTERN VISAYAS REGION LIBRARIANS (EVRLC)

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
				PHILIPPINE LIBRARIANS ASSOCIATION, INC.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 10, 2021
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

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?

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

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

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

NAME	ADDRESS	TEL. NO.
JUDELYN MONTECANAS	STA. FE, LEYTE	9384775048
RHODORA T. NAVARRO	TACLOBAN CITY	9773306047
DALMACIO SABIO	STA. FE, LEYTE	9951410293



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	 Signature (Sign inside the box) May 10, 2021 Date Accomplished
Government Issued ID: PRC LICENSE	
ID/License/Passport No.: 0008467	
Date/Place of Issuance: TACLOBAN CITY	



SUBSCRIBED AND SWORN to before me this **18 MAY 2021**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KENNETH SPICE MEDALLA DE VEYRA
 Notary Public for Tacloban City, Leyte
 Notarial Commission No. 2017-000055 Until June 30, 2021 (per B.M. No. 379)
 Roll of Attorneys No. 67385
 RP Licensure No. 2017492-86-07-17, Leyte Chapter
 PIR Person Administering Oath
 Atty. DE VEYRA & ROBINO LAW OFFICE
 Cor. P. Burgos & Juan Luna Sts., Brgy. 86, Tacloban City

