

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	UY-OCO			
FIRST NAME	SOPHIA		NAME EXTENSION (JR., SR)	
MIDDLE NAME	YMAS			
3. DATE OF BIRTH (mm/dd/yyyy)	09/06/2002	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX	☐ Male ☒ Female			
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	BLOCK 2 SAINT PAUL ROAD House/Block/Lot No. Street PRIME CITY MAKAIT SAN ANTONIO Subdivision/Village Barangay MAKATI CITY NCR City/Municipality Province	
7. HEIGHT (m)	1.55	ZIP CODE		
8. WEIGHT (kg)	60			
9. BLOOD TYPE	B			
10. GSIS ID NO.	N/A			
11. PAG-IBIG ID NO.	121340429052	18. PERMANENT ADDRESS	N/A ZONE 6 House/Block/Lot No. Street SITIO TABOK CULASIAN Subdivision/Village Barangay CAPOOCAN LEYTE City/Municipality Province	
12. PHILHEALTH NO.	132029711120		ZIP CODE	6530
13. SSS NO.	0647567391		19. TELEPHONE NO.	N/A
14. TIN NO.	652177356	20. MOBILE NO.	09464583650	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	ymassophia@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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	UY-OCO			
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PILANDE			
25. MOTHER'S MAIDEN NAME				
SURNAME	YMAS			
FIRST NAME	ETHEL			
MIDDLE NAME	MEDALLA		(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	CULASIAN CAPOOCAN LEYTE	PRIMARY EDUCATION	10/06/2008	31/03/2014	N/A	2014	VALEDICTORIAN
SECONDARY	PALOMPON INSTITUTE OF TECHNOLOGY	SCIENCE TECHNOLOGY ENGINEERING AND MATHEMATICS	13/08/2018	08/03/2020	N/A	2020	WITH HONORS
VOCATIONAL / TRADE COURSE	Technical Education and Skills Development Authority	ANIMAL PRODUCTION- SWINE NCII	08/07/2023	10/08/2023	N/A	2023	OUTSTANDING TRAINEE
COLLEGE	PALOMPON INSTITUTE OF TECHNOLOGY	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT	13/08/2020	24/03/2024	N/A	2024	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	01/16/2025
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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	16/01/2025
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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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	16/01/2025
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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)?	☐ 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												
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)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Analiza Mabini</td> <td>Palompon, Leyte</td> <td>9365585285</td> </tr> <tr> <td>Rafael Pulido</td> <td>Makati City</td> <td>9176290583</td> </tr> <tr> <td>Aironn Quevada</td> <td>Makati City</td> <td>9175110215</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Analiza Mabini	Palompon, Leyte	9365585285	Rafael Pulido	Makati City	9176290583	Aironn Quevada	Makati City	9175110215
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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.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td>Government Issued ID:</td> <td>N/A</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>PO856777C</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>N/A</td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		Government Issued ID:	N/A	ID/License/Passport No.:	PO856777C	Date/Place of Issuance:	N/A	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; vertical-align: bottom; text-align: center;"> Signature (Sign inside the box) 16/01/2025 Date Accomplished </td> </tr> </table>	Signature (Sign inside the box) 16/01/2025 Date Accomplished	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 PHOTO 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													