

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 () ☐ d 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	LOPEZ		
FIRST NAME	APRIL JOY		NAME EXTENSION (JR., SR.)
MIDDLE NAME	GUILLERA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/16/1996	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	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	GALOROSA
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:	House/Block/Lot No.	Street
7. HEIGHT (m)	1.50	Subdivision/Village	TALISAY
8. WEIGHT (kg)	45 KG	SORSOGON	SORSOGON
9. BLOOD TYPE	O+	City/Municipality	Province
10. GSIS ID NO.	N/A	ZIP CODE	4700
11. PAG-IBIG ID NO.	1211-8887-3047	18. PERMANENT ADDRESS	BRGY. STA CRUZ
12. PHILHEALTH NO.	08-051562389-6	JARO LEYTE	
13. SSS NO.	34-64418743	ZIP CODE	6527
14. TIN NO.	494-207-402-000	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09630265300
		21. E-MAIL ADDRESS (if any)	lopezapril072@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	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LOPEZ			
FIRST NAME	ALEX			
MIDDLE NAME	MARTINEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUILLERA			
FIRST NAME	OFELIA			
MIDDLE NAME	BITANGHOL			

(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	STA CRUZ ELEMENTARY SCHOOL		2002	2008		2008	
SECONDARY	NOTRE DAME OF JARO		2008	2012		2012	
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	2012	2016		2016	
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTERS IN LIBRARY AND INFORMATION SCIENCE	2021		18		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/19/2022	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)				
SIGNATURE		DATE	05/19/2022	CS FORM 212 (Revised 2017), Page 2 of 4

[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
REFERENCE SERVICES	OUTSTANDING PERFORMANCE IN LIBRARY AND INFORMATION SCIENCE PRACTICUM	PHILIPPINE LIBRARIANS ASSOCIATION, INC BICOL REGION
CATALOGING, ORGANIZING AND INTERPERSONAL COMMUNICATION	SERVICE AND COOPERATIVE AWARD	
LIBRARY MANAGEMENT		
KOHA AND SLIMS LIBRARY SYSTEM		
RECORDS AND DATABASE MANAGEMENT		
ICT SKILLS		

SIGNATURE	<i>[Signature]</i>	DATE	05/19/2022	CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ANDREA ADVINCULA</td> <td>SORSOGON</td> <td>9081898748</td> </tr> <tr> <td>LUISA DERY</td> <td>SORSOGON</td> <td>9284454948</td> </tr> <tr> <td>PAMELA PAGALAN</td> <td>ORMOC CITY</td> <td>9263680284</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ANDREA ADVINCULA	SORSOGON	9081898748	LUISA DERY	SORSOGON	9284454948	PAMELA PAGALAN	ORMOC CITY	9263680284
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PAMELA PAGALAN	ORMOC CITY	9263680284											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: PROFESSIONAL LICENSE</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 0009457</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: PRC TACLOBAN</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PROFESSIONAL LICENSE	ID/License/Passport No.: 0009457	Date/Place of Issuance: PRC TACLOBAN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;"> Signature (Sign inside the box) 05 / 19 / 2022 Date Accomplished </td> <td style="text-align: center; padding: 10px;"> Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) 05 / 19 / 2022 Date Accomplished	 Right Thumbmark					
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> Person Administering Oath </div>													