

# 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	CASING			
FIRST NAME	EMELIE		NAME EXTENSION (JR., SR)	
MIDDLE NAME	DELA CERNA			
3. DATE OF BIRTH (mm/dd/yyyy)	09/23/1998	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	STA. MARIA, BULACAN	If holder of dual citizenship, please indicate the details.	Philippines ▼	
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:			
7. HEIGHT (cm)	170.18 cm	17. RESIDENTIAL ADDRESS	LAUAN STREET	
8. WEIGHT (kg)	57 kg		House/Block/Lot No.	Street
9. BLOOD TYPE	unknown		Subdivision/Village	PUNTA
10. GSIS ID NO.			ORMOC CITY	LEYTE
11. PAG-IBIG ID NO.	121282034484	ZIP CODE	City/Municipality	Province
12. PHILHEALTH NO.	030260650900			6541
13. SSS NO.	3463815075			
14. TIN NO.				
15. AGENCY EMPLOYEE NO.		18. PERMANENT ADDRESS	PUROK 4	SITU PARIL
		ZIP CODE	House/Block/Lot No.	Street
				TONGONAN
			Subdivision/Village	Barangay
			ORMOC CITY	LEYTE
			City/Municipality	Province
			6541	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09654069983	
		21. E-MAIL ADDRESS (if any)	emeliecasing7@gmail.com	

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CASING			
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	CARVAJAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	DELA CERNA			
FIRST NAME	LOLITA			
MIDDLE NAME	DELA CERNA		(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	TONGONAN ELEMENTARY SCHOOL	ELEMENTARY	2005	2011	Graduate	2011	4th honorable
SECONDARY	PEDRO G. BANEZ NATIONAL HIGHSCHOOL	HIGH SCHOOL	2011	2015	Graduate	2015	3rd honorable
VOCATIONAL / TRADE COURSE	PHILIPPINE CALL CENTER INSTITUTE	CONTACT CENTER SERVICES NCII	2022	2023	Graduate	2023	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2017	2021	Graduate	2021	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 1 of 4
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[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)

<b>SIGNATURE</b>		<b>DATE</b>		<b>CS FORM 212 (Revised 2017), Page 2 of 4</b>
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<b>DATE</b>		<b>CS FORM 212 (Revised 2017), Page 2 of 4</b>
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)




[illegible]

(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)
ARNIS	OUTSTANDING STUDENT-ATHLETE OF THE YEAR (EASTERN VISAYAS STATE UNIVERSITY)	Arnis De Caballes (ADC)- Ormoc City Chapter
COMPUTER LITERATE	State Colleges and Universities Athletic Association meet 2017,2018,2019 GOLD MEDALIST	Sangguniang Kabataan member - Tongonan, Ormoc City
	PALARONG PAMBANSA 2015 BRONZE MEDALIST in Bantam weight category held in Tagum City, Davao	
	ATHLETE OF THE YEAR 2015 (PEDRO G. BANEZ NATIONAL HIGHSCHOOL)	

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>		CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</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> <hr/> <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 style="text-align: center;">FINISHED CONTRACT</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>GUILLERMO M. SODOMIA</td> <td>BRGY. ALTAVISTA, ORMOC CITY</td> <td>09088731988</td> </tr> <tr> <td>FRANZ MARTIN S. CALLANO</td> <td>BAYBAY CITY</td> <td>09617501658</td> </tr> <tr> <td>EMILIO P. CUEVAS</td> <td>BRGY. DOLORES, ORMOC CITY</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	GUILLERMO M. SODOMIA	BRGY. ALTAVISTA, ORMOC CITY	09088731988	FRANZ MARTIN S. CALLANO	BAYBAY CITY	09617501658	EMILIO P. CUEVAS	BRGY. DOLORES, ORMOC CITY	
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<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 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 style="width: 50%;">Government Issued ID:</td> <td>PASSPORT</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P8510030B</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>12/19/2021 TACLOBAN CITY</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:	PASSPORT	ID/License/Passport No.:	P8510030B	Date/Place of Issuance:	12/19/2021 TACLOBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;">Signature (Sign inside the box)</td> </tr> <tr> <td>Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished		
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