

## 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	BERONES		
FIRST NAME	KATHLEEN AMOR	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	RIVAS		
3. DATE OF BIRTH (mm/dd/yyyy)	11/20/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input checked="" 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 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:	17. RESIDENTIAL ADDRESS	037 VICTORY AVENUE House/Block/Lot No. Street TATALON Subdivision/Village Barangay QUEZON CITY METRO MANILA City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	1110
8. WEIGHT (kg)	62		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	021 SAN NICOLAS ST. House/Block/Lot No. Street POBLACION DISTRICT IV Subdivision/Village Barangay JULITA LEYTE City/Municipality Province
10. GSIS ID NO.	2004302002	ZIP CODE	6506
11. PAG-IBIG ID NO.	121131191664		
12. PHILHEALTH NO.	13-025246272-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	460-775-874	20. MOBILE NO.	09391001126
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kberones@gmail.com

## II. FAMILY BACKGROUND

2. 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	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	BERONES			
FIRST NAME	BENEDICTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	NAZARETH			
25. MOTHER'S MAIDEN NAME				
SURNAME	RIVAS			
FIRST NAME	ALMA			
MIDDLE NAME	BANDYO			

(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	JULITA CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	GRADUATED	2005	VALEDICTORIAN
SECONDARY	JULITA NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2009	GRADUATED	2009	SECOND HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS, TACLOBAN COLLEGE	BACHELOR OF SCIENCE (BIOLOGY)	2009	2013	GRADUATED	2013	DOST SCHOLARSHIP
GRADUATE STUDIES	DR. VICENTE ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION, COLLEGE OF LAW	JURIS DOCTOR (NON-THESIS)	2015	N/A	117 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Kberones</i>	DATE	01/28/2021	CS FORM 212 (Revised 2017), Page 1 of 4
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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 \_\_\_\_\_

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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 (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	CAPABILITY ENHANCEMENT OF RECORDS OFFICER AND DOCUMENT CONTROLLERS ON DATA PRIVACY, MANAGEMENT, CONTROL, AND DISPOSITION	9/21/2020	9/23/2020	24.0	TECHNICAL	NATIONAL EDUCATORS' ASSOCIATION OF THE PHILIPPINES
	THE FUNDAMENTALS OF RECORDS MANAGEMENT FOR EFFICIENT GOVERNANCE AND ACCOUNTABILITY	12/18/2019	12/20/2019	24.0	TECHNICAL	GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC.
	ONE-DAY WORKSHOP ORIENTATION ON RECORDS MANAGEMENT	6/14/2019	6/14/2019	8.0	TECHNICAL	DEPARTMENT OF EDUCATION, DIVISION OF LEYTE
	THREE-DAY SCHOOL-BASED ROLL-OUT ON RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) MANUAL ALIGNED WITH THE PHILIPPINE STANDARDS FOR TEACHERS (PPST)	09/27/2018	09/29/2018	24.0	TECHNICAL	ASUNCION S. MELGAR NATIONAL HIGH SCHOOL, CAPOCAN, LEYTE
	CAPACITY-BUILDING CUM CRAFTING OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORMS (IPCRF) OF THE NEWLY-HIRED ADMINISTRATIVE OFFICER II, REGISTRAR I AND ADMINISTRATIVE ASSISTANT II FOR THE SENIOR HIGH SCHOOL	1 04 2018	1 06 2018	24.0	TECHNICAL	DEPARTMENT OF EDUCATION, DIVISION OF LEYTE
	TAKE IT FROM THE EXPERT (LABOR LAWS)	4 08 2017	4 08 2017	8.0	TECHNICAL	REX BOOKSTORE, INC.
	PERSONNEL ORIENTATION COURSE FOR CRIME REGISTRARS	7 03 2016	11 03 2016	40.0	TECHNICAL	REGIONAL TRAINING SERVICE UNIT, POLICE REGIONAL OFFICE 8
	ADVANCED E-LEARNING ON PNP PATROL PLAN 2030 AND CODE-P	27 03 2015	27 03 2015	8.0	TECHNICAL	LEYTE POLICE PROVINCIAL OFFICE
	FISH EXAMINER'S TRAINING	9/23/2014	10 02 2014	80.0	TECHNICAL	BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE 8
	NATIONAL TRAINING WORKSHOP ON ISO IEC 17025:2005 DOCUMENTATION FOR THE FISH HEALTH NETWORK	7 07 2014	12 07 2014	48.0	TECHNICAL	ASIAN FISHERIES ACADEMY, PANGASINAN
	9TH PHILIPPINE SHRIMP CONGRESS	7 02 2014	7 04 2014	24.0	TECHNICAL	PHILIPPINE SHRIMP INDUSTRY, INC
	HANDS-ON TRAINING FOR THE DETECTION AND ENUMERATION OF <i>E. coli</i> AND FAECAL COLIFORMS IN WATER	26 05 2014	30 05 2014	40.0	TECHNICAL	FISHERIES PRODUCT TESTING LABORATORY, QUEZON CITY
	LEYTE GULF DEMERSAL (TRAWL) ASSESMENT SURVEY ON BOARD M/V DA-BFAR	3/16/2014	3/27/2014	90.0	TECHNICAL	NATIONAL MARITIME FISHERIES DEVELOPMENT CENTER

(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER-RELATED SKILLS		MEDALYA NG PAPURI (PNP COMMENDATION MEDAL) FOR COMMENDABLE PERFORMANCE AS NON-UNIFORMED PERSONNEL		N/A
	GIS MAPPING AND CRIME ANALYSIS		MEDALYA NG KASANAYAN (PNP EFFICIENCY MEDAL) FOR REMARKABLE DEDICATION AND DEVOTION TO DUTY		
	RESEARCH WRITING AND CONDUCT		CHAIRMAN OF COMMITTEE ON REGISTRATION AND ATTENDANCE IN THREE-DAY SCHOOL-BASED ROLL-OUT ON RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) MANUAL ALIGNED WITH THE PHILIPPINE STANDARDS FOR TEACHERS (PPST)		
	BASIC LABORATORY PROCESSES				

(Continue on separate sheet if necessary)

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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.
PSCINSP ERIPRANDO B CASTILA	CARIGARA POLICE STATION, CARIGARA, LEYTE	9175907072
NANCY A. DAYAP, PhD.	BUREAU OF FISHERIES AND AQUATIC RESOURCES FIELD OFFICE 8	(053)3213152
LENI G. YAP-DEJETO, PhD.	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	(053)3256132
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.		



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN ID
ID/License/Passport No.:	460-775-874
Date/Place of Issuance:	11/21/2014/TACLOBAN CITY

Signature (Sign inside the box)	
01/28/2021	
Date Accomplished	

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath