

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 box(es) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

CS ID No.

I. PERSONAL INFORMATION

2. SURNAME	CAINTIC		
FIRST NAME	JOHN PAOLO		NAME EXTENSION (JR., SR): N/A
MIDDLE NAME	ALKUINO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/26/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
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. Sitio Hinubigon, Brgy. San Isidro, Subdivision/Village Baybay City, Leyte City/Municipality 6521
7. HEIGHT (m)	1.72 m	18. PERMANENT ADDRESS	House/Block/Lot No. Sitio Hinubigon, Brgy. San Isidro, Subdivision/Village Baybay City, Leyte City/Municipality 6521
8. WEIGHT (kg)	98 Kg	19. TELEPHONE NO.	None
9. BLOOD TYPE	B	20. MOBILE NO.	0936-113-5294 ; 0920-119-8278
10. GSIS ID NO.	2005349154	21. E-MAIL ADDRESS (i)	jpcaintic26@gmail.com ; johnpaolo.caintic@deped.gov.ph
11. PAG-IBIG ID NO.	1212-0143-5618		
12. PHILHEALTH NO.	13-025370200-2		
13. SSS NO.	N/A		
14. TIN NO.	480-310-194		
15. AGENCY EMPLOYEE NO.	6298003		

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	None	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	CAINTIC		
FIRST NAME	WILLIAM	NAME EXTENSION (JR., SR) : N/A	
MIDDLE NAME	OLMEDO		
25. MOTHER'S MAIDEN NAME	DOLORES DAFFON ALKUINO		
SURNAME	ALKUINO		
FIRST NAME	DOLORES		
MIDDLE NAME	DAFFON		

(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	BAYBAY II CENTRAL SCHOOL	ELEMENTARY DIPLOMA	2000	2006	N/A	2006	WITH HIGH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL DIPLOMA	2006	2010	N/A	2010	None
VOCATIONAL / TRADE COURSE	None	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SOUTHERN LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2010	2011	15 units	N/A	None
	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2011	2015	N/A	2015	None
	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SECONDARY EDUCATION	2020	2021	9 units	N/A	N/A
GRADUATE STUDIES	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	JURIS DOCTOR	2023	Present	52 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/13/2025
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE ELIGIBILITY - PROFESSIONAL	82.51	April 17, 2016/May 27, 2016	Eastern Visayas State University, Tacloban City, Leyte	N/A	N/A
NON-PROFESSIONAL DRIVER'S LICENSE	N/A	04/17/2024	LTO Baybay District Office, Baybay City, Leyte	H12-16- 002041	May 26, 2034

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY (Php)	SALARY/ JOB PAY GRADE (if applicable) & STEP (Format "00.00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2025	Present	Administrative Officer II (Administrative Officer I)	Payroll Services Unit, Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	30,308.00	11-2	Permanent	Y
10/11/2024	12/31/2024	Administrative Officer II (Administrative Officer I)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	28,796.00	11-2	Permanent	Y
01/01/2024	10/10/2024	Administrative Officer II (Administrative Officer I)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	28,512.00	11-1	Permanent	Y
01/01/2023	12/31/2023	Administrative Officer II (Administrative Officer I)	Payroll Services Unit, Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	27,000.00	11-1	Permanent	Y
01/01/2022	12/31/2022	Administrative Officer II (Administrative Officer I)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	25,439.00	11-1	Permanent	Y
10/11/2021	12/31/2021	Administrative Officer II (Administrative Officer I)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	23,877.00	11-1	Permanent	Y
01/01/2021	10/10/2021	Administrative Assistant III (Senior Bookkeeper)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	19,593.00	09-1	Permanent	Y
01/01/2020	12/31/2020	Administrative Assistant III (Senior Bookkeeper)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	18,784.00	09-1	Permanent	Y
06/10/2019	12/31/2019	Administrative Assistant III (Senior Bookkeeper)	Personnel Section, Office of the Schools Division Superintendent, Department of Education - Schools Division Office of Baybay City	17,975.00	09-1	Permanent	Y
01/01/2019	06/09/2019	Administrative Aide VI (Clerk III)	Curriculum Implementation Division, DepEd Baybay City Division Office	14,847.00	06-1	Permanent	Y
01/08/2018	12/31/2018	Administrative Aide VI (Clerk III)	Curriculum Implementation Division, DepEd Baybay City Division Office	14,340.00	06-1	Permanent	Y
01/18/2016	12/31/2017	Administrative Aide (Clerk)	Office of the Vice President for Administration and Finance, Visayas State University - Main Campus	6,600.00	N/A	Job Order	N

SIGNATURE

DATE

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		
None		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			
	RA 6657 as amended by RA 9700 "Comprehensive Agrarian Reform Law"	09/20/2024	09/20/2024	4	Technical Training	Department of Agrarian Reform, Leyte-Biliran
	Law for Good: Empowering Social Responsibility in the Legal Profession	11/03/2023	11/04/2023	8	Diversity, Equity, Inclusion, and Belonging Training	Association of Law Students of the Philippines Visayas
	Hands-on Training on the Preparation and Processing of Payroll	08/22/2022	08/23/2022	16	Systems Training	Department of Education - Regional Office VIII
	Orientation and Hands-on Training on Payroll System and Loan Verification	08/02/2022	08/03/2022	16	Systems Training	Department of Education - Regional Office VIII
	Webinar Series on Public Workforce Futureproofing: Elevating Productivity in the New Normal	06/28/2022	06/29/2022	8	Systems Training	Development Academy of the Philippines
	Webinar Series on Knowledge Management for Enhancing Public Sector Productivity	02/21/2022	02/23/2022	12	Systems Training	Development Academy of the Philippines
	2021 Division Basic Education Research and Innovation Congress	11/17/2021	11/19/2021	24	Technical Training	Department of Education - Schools Division of Baybay City

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Tech Savvy		Resource Person - Capability Building of Administrative Assistants and Officers on Personnel Actions	Paulinian Lex Circle
	Reading		Innovation Presenter - 2021 Division Basic Education Research and Innovation Congress	Lex Vivere
	Writing			
	Singing			
	Motorcycle Riding			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/13/2025
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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)?	<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: <u>resignation</u> , retirement, dropped from the rolls, dismissal, termination, end of term, <u>finished contract</u> or phased out (abolition) in the <u>public</u> or private sector?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Resignation and non-renewal of contract from VSU as Job Order Staff; Appointed by DepEd - Schools Division of Baybay City on a Permanent status.
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.
CARLET GAY G. LINGATONG	Baybay City, Leyte	09101747078
MR B. MAURILLO	Baybay City, Leyte	09758368985
JIMBO S. POSAS	Baybay City, Leyte	09056568926

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

Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H12-16-002041

Date/Place of Issuance: April 17, 2024/
LTO Baybay District Office

Signature (Sign inside the box)

02/13/2025

Date Accomplished



JOHN PABLO A. CARITIC

PHOTO



Right Thumb Mark

SUBSCRIBED AND SWORN to before me this

, affiant exhibiting his/her validly issued government ID as indicated above.

JULIUS CESAR L. DE LA CERNA

Person Administering Oath