

# 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	OLAR			
FIRST NAME	GRACE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CIRIACA			
3. DATE OF BIRTH (mm/dd/yyyy)	09/16/1999	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: <div></div>	
4. PLACE OF BIRTH	MATALOM LEYTE			
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	N/A	
7. HEIGHT (m)	1.53		House/Block/Lot No.	Street
8. WEIGHT (kg)	46		N/A	GUADALUPE
9. BLOOD TYPE	O		Subdivision/Village	Barangay
10. GSIS ID NO.	N/A	ZIP CODE	BAYBAY CITY	LEYTE
11. PAG-BIG ID NO.	N/A		City/Municipality	Province
12. PHILHEALTH NO.	1325-2960-6358			6521
13. SSS NO.	06-4326093-5			
14. TIN NO.	757-876-112	18. PERMANENT ADDRESS	N/A	PUROK NANGKA
15. AGENCY EMPLOYEE NO.	N/A		House/Block/Lot No.	Street
			N/A	SAN JOSE
			Subdivision/Village	Barangay
		ZIP CODE	MAASIN CITY	SOUTHERN LEYTE
			City/Municipality	Province
				6600
19. TELEPHONE NO.	N/A			
20. MOBILE NO.	09385003227			
21. E-MAIL ADDRESS (if any)	<a href="mailto:grasyaolar@gmail.com">grasyaolar@gmail.com</a>			

## 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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	OLAR		N/A	N/A
FIRST NAME	MARVELO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	TABOQUILDE		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CIRIACA		N/A	N/A
FIRST NAME	JOSEPHINE		N/A	N/A
MIDDLE NAME	GOZON		(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	SAN JOSE ELEMENTARY SCHOOL	N/A	2005	2011	VALEDICTORIAN	2011	N/A
SECONDARY	DONGON NATIONAL HIGH SCHOOL	N/A	2011	2015	VALEDICTORIAN	2015	EAC
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN PLANT BREEDING	2015	2019	CUM LAUDE	2019	DOST
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN HORTICULTURE	2020	2022	N/A	N/A	DOST

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 2, 2022
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#### IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
LICENSURE EXAM IN AGRICULTURE (LEA) PASSER	85.2	NOVEMBER 5-7, 2019	TACLOBAN CITY	0033766	12/9/2019
PD 907-HONOR GRADUATE ELEGIBILITY	N/A	N/A	N/A	N/A	N/A

**(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>	02/09/2022
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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

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		LEADERSHIP AWARD- SSG PRESIDENT		N/A
	RESEARCHER				
	GOOD IN ENGLISH LANGUAGE				
	PHOTOGRAPHY				

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	02/09/2022
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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)?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
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?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
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?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
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?	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>LISA I. ARCE</td><td>VSU, BAYBAY LEYTE</td><td>9273967451</td></tr><tr><td>LUZ O. MORENO</td><td>VSU, BAYBAY LEYTE</td><td>9164239381</td></tr><tr><td></td><td></td><td></td></tr></table>		NAME	ADDRESS	TEL. NO.	LISA I. ARCE	VSU, BAYBAY LEYTE	9273967451	LUZ O. MORENO	VSU, BAYBAY LEYTE	9164239381			
NAME	ADDRESS	TEL. NO.											
LISA I. ARCE	VSU, BAYBAY LEYTE	9273967451											
LUZ O. MORENO	VSU, BAYBAY LEYTE	9164239381											
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><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td><td>PLEASE INDICATE ID Number</td></tr><tr><td>Government Issued ID:</td><td>06-4326093-5</td></tr><tr><td>ID/License/Passport No.</td><td>0033766</td></tr><tr><td>Date/Place of Issuance:</td><td>07/09/2019/SSS-ORMOC CIY</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number	Government Issued ID:	06-4326093-5	ID/License/Passport No.	0033766	Date/Place of Issuance:	07/09/2019/SSS-ORMOC CIY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>02/09/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	02/09/2022	Date Accomplished
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<div><div></div><div>PHOTO</div></div> <div><div></div><div>Right Thumbmark</div></div>													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													