

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 | DONATO | | |
| FIRST NAME | RUSSELL MARIE | | NAME EXTENSION (JR., SR) N/A |
| MIDDLE NAME | OCHEA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 12/2/1996 | 16. CITIZENSHIP | Pls. indicate country: |
| 4. PLACE OF BIRTH | MATAG-OB LEYTE | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | FEMALE | | |
| 6 CIVIL STATUS | SINGLE | 17. RESIDENTIAL ADDRESS | |
| 7. HEIGHT (m) | 5.1 | ZIP CODE | House/Block/Lot No. Street |
| 8. WEIGHT (kg) | 47 | | Imelda |
| 9. BLOOD TYPE | Aplus | | Subdivision/Village Barangay |
| 10. GSIS ID NO. | | | Matag-ob Leyte |
| 11. PAG-IBIG ID NO. | | | City/Municipality Province |
| 12. PHILHEALTH NO. | | 18. PERMANENT ADDRESS | |
| 13. SSS NO. | | ZIP CODE | House/Block/Lot No. Street |
| 14. TIN NO. | | | Imelda |
| 15. AGENCY EMPLOYEE NO. | | | Subdivision/Village Barangay |
| | | | Matag-ob Leyte |
| | | | City/Municipality Province |
| | | 19. TELEPHONE NO. | |
| | | 20. MOBILE NO. | 09976875850 |
| | | 21. E-MAIL ADDRESS (if any) | russemariedonato@gmail.com |

II. FAMILY BACKGROUND

| | | | | |
|---------------------------|---------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | None | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | | NAME EXTENSION (JR., SR) | None | None |
| MIDDLE NAME | | | | |
| OCCUPATION | | | | |
| EMPLOYER/BUSINESS NAME | | | | |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | Donato | | | |
| FIRST NAME | Roel | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | Ochea | | | |
| 25. MOTHER'S MAIDEN NAME. | Ochea | | | |
| SURNAME | Donato | | | |
| FIRST NAME | Merlita | | | |
| MIDDLE NAME | Omega | | (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 | Matag-ob Central School | Primary | 6/15/2003 | 3/16/2009 | | 2009 | 9th Honor |
| SECONDARY | Matag-ob National High School | Secondary | 6/13/2009 | 3/17/2013 | | 2013 | |
| VOCATIONAL / | | | | | | | |
| COLLEGE | Visayas State University | Tertiary | 6/7/2013 | 6/14/2019 | | 2019 | |
| GRADUATE STUDIES | | | | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--|------|--------------|
| SIGNATURE | | DATE | June 10,2021 |
|-----------|--|------|--------------|

[illegible]

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 | June 10, 2021 |
|------------------|--|-------------|---------------|

[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) |
|--------------------------------|--|---|
| Hiking | | Adventist Ministry to Colleges and Universities |
| Gardening | | Travel with a Purpose Ministry |
| Reading | | Society of Agribusiness Students |
| | | College of Management and Economics |
| | | |
| | | |
| | | |

| | | | |
|-----------|--|------|---------------|
| SIGNATURE | | DATE | June 10, 2021 |
|-----------|--|------|---------------|

| | | |
|--|---|---|
| 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)? | 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? | No If YES, give details: _____ 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? | 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? | 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? | No If YES, give details: _____ No If YES, give details: _____ | |
| 39. Have you acquired the status of an immigrant or permanent resident of another country? | 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? | No If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____ | |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) | | |
| NAME | ADDRESS | TEL. NO. |
| Nilda Amestoso | Visca, Baybay City Leyte | 9568639019 |
| Geleca Igdanes | Visca, Baybay City, Leyte | 9168674356 |
| Kenneth Opeña | Albuera Leyte | |
| 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: _____ ID/License/Passport No.: _____ Date/Place of Issuance: _____ | <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Date Accomplished</div> | <div style="border: 1px solid black; padding: 10px; text-align: center;"> ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size) Computer generated or photocopied picture is not acceptable </div> <div style="text-align: center; margin-top: 10px;">PHOTO</div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">Right Thumbmark</div> |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. | | |
| <div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">Person Administering Oath</div> | | |