

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	MANZANILLO			
FIRST NAME	MICHAEL ANTHONY		NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CONTRIDAS			
3. DATE OF BIRTH (mm/dd/yyyy)	09/08/1998	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	MANILA	If holder of dual citizenship, please indicate the details.		
5. SEX	☒ Male ☐ Female			
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	J.P. LAUREL STREET House/Block/Lot No. Street POBLACION ZONE 4 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
7. HEIGHT (m)	5'11"ft / 1.82m	18. PERMANENT ADDRESS	J.P. LAUREL STREET House/Block/Lot No. Street POBLACION ZONE 4 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
8. WEIGHT (kg)	99kg		ZIP CODE	
9. BLOOD TYPE	AB+		19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A		20. MOBILE NO.	09815547282
11. PAG-IBIG ID NO.	N/A	21. E-MAIL ADDRESS (if any)	MACMANZANILLO@GMAIL.COM	
12. PHILHEALTH NO.	02-027270058-4			
13. SSS NO.	34-8575280-2			
14. TIN NO.	773-611-494-000			
15. AGENCY EMPLOYEE NO.	N/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	MANZANILLO		N/A	N/A
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	MARBET		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CONTRIDAS		N/A	N/A
FIRST NAME	NORA		N/A	N/A
MIDDLE NAME	GUBAT		(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 ANTONIO DE MANILA / DOMINICAN SCHOOL MANILA	KINDERGARTEN - PREPATORY / GRADES 1-6	06/04/2002	03/09/2011		2011	
SECONDARY	DOMINICAN SCHOOL MANILA	1ST YEAR- 4TH YEAR HIGHSCHOOL	06/11/2011	03/01/2015		2015	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SANTO TOMAS	BACHELOR OF FINE ARTS MAJOR IN PAINTING	08/07/2015	06/04/2019		2019	Cum Laude
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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[illegible]

<i>SIGNATURE</i>		<i>DATE</i>	
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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

(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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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)?	☐ YES ☐ NO ☐ YES ☐ 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?	☐ YES ☐ NO If YES, give details: _____ ☐ YES ☐ 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?	☐ YES ☐ 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?	☐ YES ☐ 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?	☐ YES ☐ NO If YES, give details: _____ ☐ YES ☐ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☐ 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?	☐ YES ☐ NO If YES, please specify: _____ ☐ YES ☐ NO If YES, please specify ID No: _____ ☐ YES ☐ NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LOUELLA CHAN - AMPAC</td> <td>Visayas State University</td> <td>louieampac@gmail.com</td> </tr> <tr> <td>CHARIS B. LIMBO - RIVERA</td> <td>Visayas State University</td> <td>charislimbo@vsu.edu.ph</td> </tr> <tr> <td>CHRISTIAN N. BACOLOD</td> <td>Visayas State University</td> <td>chanbacolod@gmail.com</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LOUELLA CHAN - AMPAC	Visayas State University	louieampac@gmail.com	CHARIS B. LIMBO - RIVERA	Visayas State University	charislimbo@vsu.edu.ph	CHRISTIAN N. BACOLOD	Visayas State University	chanbacolod@gmail.com
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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.													
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