

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	de Gracia		
FIRST NAME	Ronil	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Estoquia		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Tomas Oppus, Southern Leyte	If holder of dual citizenship, please indicate the details.	
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	N/A Sampaguita House/Block/Lot No. Street N/A Bictalan Subdivision/Village Barangay General Trias Cavite City/Municipality Province
7. HEIGHT (m)	1.6002	ZIP CODE	4107
8. WEIGHT (kg)	79		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A Ponong Subdivision/Village Barangay Tomas Oppus Southern Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6605
11. PAG-IBIG ID NO.	1211-3322-6364		
12. PHILHEALTH NO.	22-0000766909		
13. SSS NO.	34-3583447-9	19. TELEPHONE NO.	N/A
14. TIN NO.	441-985-829	20. MOBILE NO.	09390023333
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	ronildegracia@yahoo.com

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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	de Gracia			
FIRST NAME	Felipe	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Quillope			
25. MOTHER'S MAIDEN NAME				
SURNAME	Estoquia			
FIRST NAME	Emma			
MIDDLE NAME	Bullecer		(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	Canlupao Elementary School	Elementary	1998	2004	Graduated	2004	Valedictorian
SECONDARY	San Isidro National High School	High School	2004	2008	Graduated	2008	Valedictorian
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Saint Joseph College - Maasin	Bachelor of Science in Accountancy	2008	2012	Graduated	2012	Cum Laude
GRADUATE STUDIES	Lyceum of the Philippines University - Cavite	Master in Business Administration	2019	2021	36 Units		

(Continue on separate sheet if necessary)


SIGNATURE		DATE	05/08/2022
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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.

[illegible]

SIGNATURE		DATE	05/08/2022
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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						
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			
	Process Creation Methodology	01/26/2022	01/26/2022	2.0	Rank and File to Supervisory	Analog Devices Online Courses
	Project Management Methodology	01/26/2022	01/26/2022	2.0	Rank and File to Supervisory	Analog Devices Online Courses
	7 QC Tools	01/20/2022	01/20/2022	2.0	Rank and File to Supervisory	Analog Devices Online Courses
	7 Management Tools Training	01/19/2022	01/19/2022	2.0	Rank and File to Supervisory	Analog Devices Online Courses
	Root Cause Analysis Using 5-Whys	10/06/2020	10/06/2020	2.0	Rank and File to Supervisory	Analog Devices Online Courses
	TQM PLUS: Journey to Enterprise Excellence	01/07/2020	01/07/2020	1.0	Rank and File to Supervisory	Analog Devices Online Courses
	Quality Management Systems	02/13/2018	02/13/2018	1.0	Rank and File to Supervisory	Analog Devices Online Courses
(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				Credit Officer of Analog Devices Employee Multipurpose Cooperative	
	Microsoft Excel - Advanced					
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			
			05/08/2022			

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Resignation from previous employer. _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <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>Neil Tecson</td> <td>Tanza, Cavite</td> <td>09152295449</td> </tr> <tr> <td>Michael Rongduen</td> <td>Mandaluyong, Metro Manila</td> <td>09171520899</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Neil Tecson	Tanza, Cavite	09152295449	Michael Rongduen	Mandaluyong, Metro Manila	09171520899			
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Michael Rongduen	Mandaluyong, Metro Manila	09171520899											
<p>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.</p>													
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<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px auto; text-align: center;"> Person Administering Oath </div> </div> <div style="width: 35%; text-align: center;"> PHOTO </div> </div> <div style="text-align: center; margin-top: 20px;"> Right Thumbmark </div>													