CS Form No. 212
Revised 2017

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	MACAWILI
FIRST NAME	ALYSSA KAY
NAME EXTENSION (JR., SR.)	
MIDDLE NAME	MARCELINO
3. DATE OF BIRTH (mm/dd/yyyy)	1/9/2001
4. PLACE OF BIRTH	TABA-AO, BANGA, AKLAN
5. SEX	FEMALE
6. CIVIL STATUS	SINGLE
7. HEIGHT (m)	1.448
8. WEIGHT (kg)	47
9. BLOOD TYPE	A+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121322650555
12. PHILHEALTH NO.	112549408896
13. SSS NO.	0741827445
14. TIN NO.	629 183 090 00000
15. AGENCY EMPLOYEE NO.	N/A
16. CITIZENSHIP	FILIPINO
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	MABINI ST. (House/Block/Lot No. / Street); WALING WALING (Subdivision/Village / Barangay); BAYBAY (City/Municipality); LEYTE (Province); ZIP CODE: 6521
18. PERMANENT ADDRESS	MABINI ST. (House/Block/Lot No. / Street); WALING WALING (Subdivision/Village / Barangay); BAYBAY (City/Municipality); LEYTE (Province); ZIP CODE: 6521
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09071366115
21. E-MAIL ADDRESS (if any)	akmacawili@gmail.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	NAME EXTENSION (JR., SR.)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	MACAWILI		
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	TORRES		
25. MOTHER'S MAIDEN NAME			
SURNAME	MARCELINO		
FIRST NAME	JOSEPHINE		
MIDDLE NAME	DOMINGO	(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 From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	BANGA ELEMENTARY SCHOOL					2013	With honors
SECONDARY	GARCIA COLLEGE OF TECHNOLOGY	ACCOUNTANCY, BUSINESS AND MANAGEMENT				2017	With high honors
VOCATIONAL / TRADE COURSE							
COLLEGE	AKLAN STATE UNIVERSITY	BACHELOR OF SCIENCE IN ACCOUNTANCY				2023	Magna Cum Laude
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 11, 2023

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
CIVIL SERVICE PROFESSIONAL LEVEL	80.5	8/7/2022	KALIBO PILOT ELEMENTARY SCHOOL		

(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	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0") / INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
		N/A					

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		

(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			

(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 11, 2023

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 apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	If YES, give details:
b. Have you been criminally charged before any court?	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?	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?	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)?	If YES, give details:
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?	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?	If YES, please specify:
b. Are you a person with disability?	If YES, please specify ID No:
c. Are you a solo parent?	If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MARY MAFEL C. LAZARTE, CPA, MPA	Tigayon, Kalibo, Aklan	09988634469
BEA A. ISMIL, CPA	Tabangka, Numancia, Aklan	09173110980

PHOTO

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:	112549408896
ID/License/Passport No.:	
Date/Place of Issuance:	

Signature (Sign inside the box)

AUGUST 11, 2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath