

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 () () use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

LCS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CO		
FIRST NAME	JOCELYN		NAME EXTENSION (JR., SR)
MIDDLE NAME	TABARANZA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/17/1968	16. CITIZENSHIP	<input 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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Management House No. 2 House/Block/Lot No. Street Visca Subdivision/Village Barangay Baybay City City/Municipality Province
7. HEIGHT (m)	1.25 M	ZIP CODE	6521-A
8. WEIGHT (kg)	47 KG		
9. BLOOD TYPE	"AB"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Plaridel Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	6811702019	ZIP CODE	6521
11. PAG-IBIG ID NO.	08010248011301		
12. PHILHEALTH NO.	130000151484		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	116-627-093	20. MOBILE NO.	09151815224
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	iclynco@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOLI	NAME EXTENSION (JR., SR)	MERRY CLANDESTINE T. CO	10/6/1998
MIDDLE NAME	TAMBELING			
OCCUPATION	GOVT EMPLOYEE			
EMPLOYER/BUSINESS NAME	DEP-ED-GUADALUPE ELEMENTARY SCHOOL			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DESEASED			
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME	CASTAMARES			
FIRST NAME	TANARANZA			
MIDDLE NAME	MARCELINA			

(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	PLARIDEL ELEMENTARY SCHOOL	ELEM GRAD	5/28/1985	6/3/1985		1981	NONE
SECONDARY	PLARIDEL BRGY. HIGH SCHOOL	HIGH SCHOOL GRAD	6/3/1985	6/6/1985		1984	NONE
VOCATIONAL / TRADE COURSE							
COLLEGE	UNIVERSITY OF SAN JOSE - RECOLETOS	BS-COMMERCE	6/6/1985	6/10/1985		1988	NONE
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/27/23
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	8/27/23
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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		
	NONE				

(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)


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			
	Target Setting Workshop	8/21/2018	8/22/2018	16 hrs.		VSU
	Records Management Training	7/6/2017	7/7/2017	16 hrs.		VSU
	ISO 9001:2015 Enhancement Seminar-Workshop	3/2/2017	3/3/2017	8 hrs.		VSU
	Seminar-Workshop on 5S & Records Management	2/18/2017		8 hrs.		VSU
	OVPAP Strategic Planning Workshop	2/15/2017	2/16/2017	16 hrs.		VSU
	Workshop and Review and Improve Citizen's Charter	5/1/2016		8 hrs.		VSU
	ISO 9001:2008 Orientation & Writeshop Among Clerks	9/21/2015		8 hrs.		VSU
	Reorientation Seminar of Frontliners	7/7/2011		8 hrs.		VSU
	Reorientation Seminar of Frontliners	10/5/2010	10/6/2010	16 hrs.		VSU
	Training on RA 9184 and its IRR (Modules 1, II and V)	7/29/2010		8 hrs.		VSU
	Total Quality Management Training Among Administrative Personnel	11/14/2009		8 hrs.		VSU
	Seminar on Customer Service and Implementation of the Citizen's Charter	9/22/2009		8 hrs.		VSU
	4TH Quarter 2022 Personnel Association of the Philippines (POAP Inc. Training "Frontline and Excellent Customer Service	11/9/2008	11/11/2022	24 hrs.		POPA ,Manila
	ISO 9001:2015 Awareness/Reawareness Seminar	8/30/2022	8/31/2022	16 hrs.		VSU
	Orientation/Re-orientation of Duties and Responsibilities of DORCs and AdDORCs, and cascading of Documents and Records Control Procedure Manuals and Guidelines	9/7/2022		8 hrs.		VSU

(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		NONE		VSICA ADMINISTRATIVE PERSONNEL ASSOCIATION
	GARDENING				
	ART				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/27/23
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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)



NAME	ADDRESS	TEL. NO.
ALICIA M. FLORES	Visca, Baybay City, Leyte	1099
MARIA ROBERTA S. MIRAFLOR	Visca, Baybay City, Leyte	1065
LOUELLA C. AMPAC	Visca, Baybay City, Leyte	1061

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: v000157
ID/License/Passport No.:
Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished



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

Person Administering Oath

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