

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	CATAYOC				
FIRST NAME	MA. THERESA	NAME EXTENSION (JR., SR)			
MIDDLE NAME	MANAWATAO				
3. DATE OF BIRTH (mm/dd/yyyy)	4/3/1997	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	ORMOC CITY	If holder of dual citizenship, please indicate the details.			
5. SEX	<input type="checkbox"/> Male <input checked="" 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	PUROK 1 House/Block/Lot No. Street DON POTENCIANO LARRAZABAL Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541		
7. HEIGHT (m)	5'2	18. PERMANENT ADDRESS	PUROK 1 House/Block/Lot No. Street DON POTENCIANO LARRAZABAL Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541		
8. WEIGHT (kg)	54kg		ZIP CODE	6541	
9. BLOOD TYPE	AB		19. TELEPHONE NO.	N/A	
10. GSIS ID NO.	N/A			20. MOBILE NO.	09158269129
11. PAG-IBIG ID NO.	121238202831				21. E-MAIL ADDRESS (if any)
12. PHILHEALTH NO.	13-250729813-7				
13. SSS NO.	06-4067731-4				
14. TIN NO.	3507734990000				
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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CATAYOC			
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TASAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAWATAO			
FIRST NAME	LETECIA			
MIDDLE NAME	SODE		(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	L. CABAUG	PRIMARY	5/1/2003	4/1/2009	N/A	2008-2009	1ST HONOR GRADE 1-4 2ND HONOR GRADE 5-6
SECONDARY	PRIMONA HOLY INFANT ACADEMY	SECONDARY	6/1/2009	4/1/2013	N/A	2013-2014	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A		
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY ORMOC CITY CAMPUS	BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCE	6/1/2013	4/4/2017	N/A	2016-2017	CHED SCHOLAR
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	MASTER OF ARTS IN SCIENCE EDUCATION	8/1/2018	PRESENT	12	ENROLLED	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 3, 2023
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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
	PROFESSIONAL TEACHER	81.0	9/24/2017	TACLOBAN CITY	1600473	4/3/2024
	120-HOUR TEACH ENGLISH AS A FOREIGN LANGUAGE (TEFL) CERTIFICATE COURSE	HIGH DISTINCTION	5/3/2021	ONLINE	011019	5/3/2021

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
		AUGUST 3, 2023	

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			
	LEYTE REFORESTRATION PROJECT	3/1/2019	1/31/2022	600.0	VOLUNTEER TEACHER	
(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			
	TEACH ENGLISH AS A FOREIGN LANGUAGE	3/1/2021	5/1/2021	120.0	TECHNICAL	MICHAEL CHRISTIAN
	ADVANCED COMPUTER LITERACY PROGRAM	5/13/2017	5/26/2017	72.0	TECHNICAL	ENGR. AMADO REY SALVAME
	EDUCATIONAL RESEARCH	5/28/2021	5/29/2021	3.0	TECHNICAL	PROF. DR IFTIKHAR AHMAD BAIG
	RESEARCH IN ACTION BEYOND EXPECTATION	5/29/2021	5/29/2021	3.0	TECHNICAL	RAMON T. SERANNO
	MULTIDISCIPLINARY RESEARCH AND TEACHING	5/26/2021	5/29/2021	8.0	TECHNICAL	DR. ABDUL GAFUL MARZUKI
	ICT AND RESEARCH	5/26/2021	5/29/2021	8.0	TECHNICAL	DR. FROILAN C. MOBO & RIOGEL
	TEACHING MODEL WITH MULTI APPROACH	5/20/2021	5/30/2021	3.0	TECHNICAL	MOHD ZUBER & MS. VEDRANA
	SCHOO'S BEST PRACTICES TOWARD QUALITY EDUCATION	5/20/2021	5/30/2021	3.0	TECHNICAL	KATRINA THERESE P. BALBOA
	SCHOOL MASTER ROLL OUT ON THE RESULTS BASED PERFORMANCE MANAGEMENT	10/22/2018	10/24/2018	24.0	TECHNICAL	ANNABELLE PALACIO
(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		MASTER IN RECRUITMENT- PERSONAL COLLECTION		LEYTE REFORESTRATION PROJECT	
	COMMUNICATION SKILLS					
	INTERPERSONAL SKILLS					
	MULTITASKING					
	ABILITY TO HANDLE STRESS					
	SINGING					
	PLAYING GUITAR					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	AUGUST 3, 2023	

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...consanguinity or affinity to the appointing or recommending authority, or to the
...office or to the person who has immediate supervision over you in the Office,
...department where you will be appointed,
...within the third degree?
...within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO
☐ YES ☒ NO

If YES, give details:

Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO
If YES, give details:

Have you been criminally charged before any court?

☐ YES ☒ NO
If YES, give details:

Date Filed:

Status of Case/s:

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:

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:

a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO
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?

☐ YES ☒ NO
If YES, give details:

c. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO
If YES, give details (country):

10. 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:

Are you a member of any indigenous group?

☐ YES ☒ NO
If YES, please specify:

Are you a person with disability?

☐ YES ☒ NO
If YES, please specify ID No:

Are you a solo parent?

☐ YES ☒ NO
If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
MAXIMO NARIDO	DON POTENCIANO LARRAZABAL ORMOC CITY	9466748019
MARILOU CABELIDA	ORMOC CITY	9383832757
WILLA MAE HIYOCA	LAPU LAPU CITY CEBU	9487600172

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: PRC ID
ID/License/Passport No.: 1600473
Date/Place of Issuance: 01/10/2022 TACLOBAN CITY


Signature (Sign inside the box)
Date Accomplished: 05-23-2022

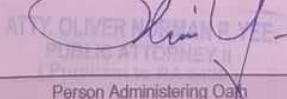


Right Thumbmark

SUBSCRIBED AND SWORN to before me this




23 MAY 2022

, affiant exhibiting his/her validly issued government ID as indicated above.


Person Administering Oath

DATE

May 23, 2022

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													