

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	DACUNO		
FIRST NAME	RYAN KEN	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	LELIS		
3. DATE OF BIRTH (mm/dd/yyyy)	02/12/1999	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	EASTERN VISAYAS REGIONAL MEDICAL CENTER, TACLOBAN CITY, 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	BLOCK 2 LOT 2 House/Block/Lot No. Street LOLITA VILLAGE BRGY. 96, CALANIPAWAN Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province ZIP CODE 6500
7. HEIGHT (m)	1.70688 m	18. PERMANENT ADDRESS	BLOCK 2 LOT 2 House/Block/Lot No. Street LOLITA VILLAGE BRGY. 96, CALANIPAWAN Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province ZIP CODE 6500
8. WEIGHT (kg)	68 kg.	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	"O+"	20. MOBILE NO.	0929-880-5817
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	ridacuno@up.edu.ph
11. PAG-IBIG ID NO.	121273326674		
12. PHILHEALTH NO.	13-025555901-0		
13. SSS NO.	35-0012874-8		
14. TIN NO.	779-435-495-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

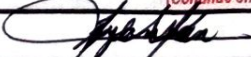
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DACUNO			
FIRST NAME	RAYMUND	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	DAGAT			
25. MOTHER'S MAIDEN NAME				
SURNAME	LELIS			
FIRST NAME	ELISEA			
MIDDLE NAME	JUNTILA			

(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	RIZAL CENTRAL SCHOOL	PRIMARY EDUCATION	2006	2012	N/A	2012	N/A
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL	2012	2016	N/A	2016	N/A
	LEYTE NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL	2016	2018	N/A	2018	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BACHELOR OF SCIENCE IN MANAGEMENT	2018	2022	N/A	2022	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN MANAGEMENT	2023	TO PRESENT	21 UNITS	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 18, 2024
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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
	NATIONAL CERTIFICATE III	N/A	10/06/2022	TACLOBAN CITY	220837000842	10/05/2022
	CAREER SERVICE PROFESSIONAL	82.35%	08/06/2017	TACLOBAN CITY	08-180130-088	N/A

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	March 18, 2024
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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

(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)

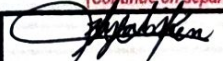
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Basic Orientation on Psychological First Aid and Managing Stress in the Workplace for DSWD FO VIII Personnel	12/11/2023	12/11/2023	8 hours	etc.	Department of Social Welfare and Development Field Office VIII
	Training on Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations	09/29/2023	12/02/2023	24 hours	Technical	Department of Social Welfare and Development Field Office VIII
	User's Training on the Integrated Financial Management Information System (iFMS)	09/10/2023	09/10/2023	8 hours	Technical	Department of Social Welfare and Development Field Office VIII
	Managing Employee Compensation	07/18/2022	07/20/2022	15 hours	Technical	Coursera - University of Minnesota
	Managing Employee Performance	07/17/2022	07/20/2022	15 hours	Technical	Coursera - University of Minnesota
	Human Resources Analytics	07/04/2022	07/04/2022	6 hours	Technical	Coursera - The University of California, Irvine
	Preparing to Manage Human Resources	06/30/2022	07/04/2022	18 hours	Technical	Coursera - University of Minnesota
	Recruiting, Hiring, and Onboarding Employees	06/30/2022	07/04/2022	20 hours	Technical	Coursera - University of Minnesota
	Corporate Sustainability. Understanding and Seizing the Strategic Opportunity	09/14/2021	09/17/2021	16 hours	Technical	Coursera - Università Commerciale Luigi Bocconi
	Business Strategies for Social Impact	09/14/2021	09/15/2021	11 hours	Technical	Coursera - Wharton School of the University of Pennsylvania
	Viral Marketing and How to Craft Contagious Content	08/23/2021	08/23/2021	4 hours	Technical	Coursera - Wharton School of the University of Pennsylvania
	Renewable Energy and Green Building Entrepreneurship	08/10/2021	08/13/2021	18 hours	Technical	Coursera - Duke University
	Mind Control: Managing Your Mental Health During COVID-19	01/17/2021	01/17/2021	3 hours	Technical	Coursera - University of Toronto

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
1.	Computer Literate (MS Word, Excel, PowerPoint, and Publisher)	N/A		Junior People Management Association of the Philippines - UPVTC Chapter
2.	Knows how to edit using Adobe Photoshop, Canva, and PowerPoint			University of the Philippines Tacloban Debate Society
3.	Researching, Content creation, and Proofreading			Youth for Climate Justice - Tacloban
4.	Public Relations. Do hosting for events, seminars, trainings, and/or workshops.			
5.	Plays Chess, reads novels, and accomplishes varied tailored fit or specialized online courses in different fields of study for leisure.			
6.	Communication Skills (Verbal and Written)			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 18, 2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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: _____

FINISHED CONTRACT

38. 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: _____

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

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. 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.
MANUEL C. JIMENEZ JR.	Tacloban City, Leyte, 6500	09173149280
EnP MARIA JOELYCA O. SESCON, MMBM	San Gerardo Heights, Tacloban City, Leyte, 6500	09167943370
DAVE G. CADIZ	Tacloban City, Leyte, 6500	09356206957

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: TAX IDENTIFICATION NUMBER (TIN)

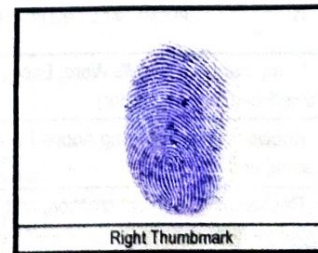
ID/License/Passport No.: 779-435-495-000

Date/Place of Issuance: 09 JULY 2021/ BIR, Palo, Leyte

Signature (Sign inside the box)

March 18, 2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this MAR 18 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. ANNA BARBARA O. LACANDAZO
PUBLIC ATTORNEY II
(PURSUANT TO R.A. 9406)

Person Administering Oath