

## 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	CAJA		
FIRST NAME	ANTHEA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	AMAGA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/18/1992	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	MERIDA, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	FEMALE		
6. CIVIL STATUS	MARRIED	17. RESIDENTIAL ADDRESS	N/A
			House/Block/Lot No. Street
			SITIO ISABEL PLARIDEL
			Subdivision/Village Barangay
			HINUNDAYAN SOUTHERN LEYTE
			City/Municipality Province
7. HEIGHT (m)	1.6002		
8. WEIGHT (kg)	72	ZIP CODE	6609
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A
10. GSIS ID NO.	N/A		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	N/A		SITIO ISABEL PLARIDEL
12. PHILHEALTH NO.	N/A		Subdivision/Village Barangay
			HINUNDAYAN SOUTHERN LEYTE
			City/Municipality Province
13. SSS NO.	06-4682420-0	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09474839370
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	a.caja100714@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAJA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CARLO		
MIDDLE NAME	PETAGARA		
OCCUPATION	ASSISTANT CASHIER		
EMPLOYER/BUSINESS NAME	JM POULTRY AND LIVESTOCK SUPPLY INC.		
BUSINESS ADDRESS	CANSAGA CONSULACION, CEBU		
TELEPHONE NO.	032-423-5545		
24. FATHER'S SURNAME	N/A		
FIRST NAME	N/A		
MIDDLE NAME	N/A		
25. MOTHER'S MAIDEN NAME	DECEASED		
SURNAME	AMAGA		
FIRST NAME	RUFILLA		
MIDDLE NAME	MAHAYAG		

(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	LIBAS ELEMENTARY SCHOOL					2004	
SECONDARY	MERIDA VOCATIONAL SCHOOL					2008	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN SAMAR STATE UNIVERSITY	BS BIOLOGY MAJOR IN CONSERVATION BIOLOGY				2022	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/17/2025
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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	<i>C. Gamaga</i>	DATE	03/17/2025
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

<p>VII. OTHER INFORMATION</p>	
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
CROCHET	N/A	N/A
READING NON-FICTION BOOKS		
SIGNATURE	DATE	03/17/2025

03/17/2025



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)?

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?

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)?  
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: \_\_\_\_\_  
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?  
b. Are you a person with disability?  
c. Are you a solo parent?

If YES, please specify: \_\_\_\_\_  
If YES, please specify ID No: \_\_\_\_\_  
If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
MS. RUBIE P. CUENCO	BRGY. PLARIDEL, HINUNDAYAN, SOUTHERN LEYTE	09692385357
MS. MICHELE SEQUINA	BRGY. PLARIDEL, HINUNDAYAN, SOUTHERN LEYTE	09776427635
DOC. SYRENE P. NAYRE	BRGY. LIBAS, MERIDA, LEYTE	09554932026

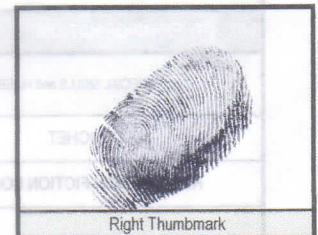
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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: DRIVER'S LICENSE  
ID/License/Passport No.: H04-22-301743  
Date/Place of Issuance: BORONGAN CITY, EASTERN SAMAR

*Estherlita D. Cupat-Demiao*  
Signature (Sign inside the box)  
01/17/2025  
Date Accomplished



SUBSCRIBED AND SWORN to before me this **MAR 18 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

Doc No. 34212;  
Page No. 28;  
Book No. 1X/111;  
Series of 2023.

**ESTERLITA D. CUPAT-DEMIAO**  
Notary Public  
ATTY'S ROLL NO. 51175, 5/5/2005  
IBP NO. 497453/1/3/2025/MD2025  
MCLE NO. VII-0027153/ valid until 4/14/2025  
PTR NO. 0578903/1/3/2025/HINUNANGA..