

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 | SEPARA | | |
| FIRST NAME | JEANCEL | | NAME EXTENSION (JR., SR) |
| MIDDLE NAME | LABANES | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | MAY 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 | VILLAREAL, WESTERN SAMAR | 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 | 0018 PUROK TAMBIS House/Block/Lot No. Street 87 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500 |
| 7. HEIGHT (m) | 1.4732 m | 18. PERMANENT ADDRESS | 0018 PUROK TAMBIS House/Block/Lot No. Street 87 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500 |
| 8. WEIGHT (kg) | 51 kg. | | ZIP CODE |
| 9. BLOOD TYPE | O | | 19. TELEPHONE NO. |
| 10. GSIS ID NO. | | | 20. MOBILE NO. |
| 11. PAG-IBIG ID NO. | | 21. E-MAIL ADDRESS (if any) | jeancelsepara@gmail.com |
| 12. PHILHEALTH NO. | | | |
| 13. SSS NO. | | | |
| 14. TIN NO. | | | |
| 15. AGENCY EMPLOYEE NO. | | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|--------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | | | 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 | SEPARA | | NOVEMBER 4, 1965 | |
| FIRST NAME | JOSELITO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | ESPERAS | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | LABANES | | FEBRUARY 15, 1968 | |
| FIRST NAME | MARIA FE | | | |
| MIDDLE NAME | OREO | | | |

(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 | NAGCADUHA PRIMARY SCHOOL | | MARCH 2005 | MARCH 2006 | GRADUATED | 2011 | |
| | SAN JOSE CENTRAL SCHOOL | | MARCH 2006 | MARCH 2011 | | | |
| SECONDARY | SAN JOSE NATIONAL HIGH SCHOOL | | JUNE 2011 | MARCH 2015 | GRADUATED | 2015 | |
| VOCATIONAL / TRADE COURSE | TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY | COMPUTER SYSTEMS SERVICING | MARCH 15, 2021 | MAY 11, 2021 | GRADUATED | 2021 | |
| COLLEGE | LEYTE NORMAL UNIVERSITY | BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES | JUNE 2015 | MAY 2020 | BACHELORS DEGREE | 2020 | COMPETENCE IN PRACTICUM AWARDEE |
| GRADUATE STUDIES | | | | | | | |

(Continue on separate sheet if necessary)

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|-----------|---|------|--------------|
| SIGNATURE |  | DATE | JULY 8, 2021 |
|-----------|---|------|--------------|

[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]

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|-----------|---|------|--------------|
| SIGNATURE |  | DATE | JULY 8, 2021 |
|-----------|---|------|--------------|

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 | | |
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(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 | | | |
| PRACTICING COVID-19 PREVENTIVE MEASURES IN THE WORKPLACE | MARCH 18, 2021 | MARCH 18, 2021 | | | TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY |
| LIFE SKILLS TRAINING (ENGLISH) | MARCH 17, 2021 | MARCH 17, 2021 | | | YES! ACADEMY ONLINE TRAINING |
| 2ND SCHOOL-BASED IN-SERVICE TRAINING ON DISASTER RISK REDUCTION INTEGRATION IN TEACHING | FEBRUARY 21, 2020 | MARCH 6, 2020 | 24 HOURS | | LEYTE NATIONAL HIGH SCHOOL |
| Leaders for Excellence, Action and Development Camp (LEAD Camp HEXA) 2018 | OCTOBER 26, 2018 | OCTOBER 28, 2018 | 36 HOURS | | LEYTE NORMAL UNIVERSITY |
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(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) |
|--------------------------------|--|--|
| COMPUTER LITERATE | | |
| VIDEO EDITING (Hobby & Skill) | | |
| ORGANIZING | | |
| | | |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|------------------|---|-------------|---------------------|
| SIGNATURE |  | DATE | JULY 8, 2021 |
|------------------|---|-------------|---------------------|

| <p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or 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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
|--|---|---------------------------|-----------------------|----------|-------------------------|----------------------------|-------------------------|-----------------|---|--|--------------|-------------------|--|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p> | | | | | | | | | | | | |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>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?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p> | | | | | | | | | | | | |
| <p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> | | | | | | | | | | | | |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>CARLO M. MAGLINTE</td> <td>BRGY. LIBERTAD, PALO LEYTE</td> <td>9166014606</td> </tr> <tr> <td>MS. DELIA ABUDE</td> <td>BRGY. 87 SAN JOSE, TACLOBAN CITY, LEYTE</td> <td>9339778692</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | CARLO M. MAGLINTE | BRGY. LIBERTAD, PALO LEYTE | 9166014606 | MS. DELIA ABUDE | BRGY. 87 SAN JOSE, TACLOBAN CITY, LEYTE | 9339778692 | | | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| CARLO M. MAGLINTE | BRGY. LIBERTAD, PALO LEYTE | 9166014606 | | | | | | | | | | | |
| MS. DELIA ABUDE | BRGY. 87 SAN JOSE, TACLOBAN CITY, LEYTE | 9339778692 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| <p>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.</p> | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td>PLEASE INDICATE ID Number</td> </tr> <tr> <td>Government Issued ID:</td> <td> </td> </tr> <tr> <td>ID/License/Passport No.</td> <td> </td> </tr> <tr> <td>Date/Place of Issuance:</td> <td> </td> </tr> </table> | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | PLEASE INDICATE ID Number | Government Issued ID: | | ID/License/Passport No. | | Date/Place of Issuance: | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;">JULY 8, 2021</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table> |  Signature (Sign inside the box) | JULY 8, 2021 | Date Accomplished | |
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| Date/Place of Issuance: | | | | | | | | | | | | | |
|  Signature (Sign inside the box) | | | | | | | | | | | | | |
| JULY 8, 2021 | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p> | | | | | | | | | | | | | |



PHOTO

Right Thumbmark