

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	DE LA TORRE		
FIRST NAME	HAZEL MAY		
MIDDLE NAME	VILLANUEVA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/11/1997	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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.574		
8. WEIGHT (kg)	62	ZIP CODE	
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	PUROK 7 House/Block/Lot No. Street DAYHAGAN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-3343-8145		
12. PHILHEALTH NO.	1325-0723-5172	ZIP CODE	
13. SSS NO.	06-4156584-9	19. TELEPHONE NO.	N/A
14. TIN NO.	746-338-032-000	20. MOBILE NO.	0926-072-0705 / 0949-342-1078
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	hazelmaydelatorre@gmail.com

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	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A			

(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	COGON CENTRAL SCHOOL	N/A	2004	2010	GRADUATE	2010	VALEDICTORIAN
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	N/A	2010	2014	GRADUATE	2014	HIGH SCHOOL DIPLOMA
VOCATIONAL / TRADE COURSE	UNIVERSITY OF THE PHILIPPINES-ISSI	SMALL BUSINESS COUNSELOR COURSE 101		2019	GRADUATE	2019	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2014	2018	GRADUATE	2018	COLLEGE SCHOLAR
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2019	PRESENT	39	ONGOING	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 24, 2022
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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
	CIVIL SERVICE PROFESSIONAL ELIGIBILITY	81.7	3/17/2019	NEW ORMOC CITY NATIONAL HIGH SCHOOL	N/A	N/A
	NON-PROFESSIONAL DRIVER'S LICENSE	N/A	7/4/2019	ORMOC CITY LTO OFFICE	H03-19-003151	5/11/2024

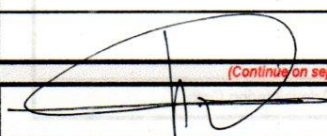
V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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[illegible]

SIGNATURE		DATE	JANUARY 24, 2022
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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			
	PRODUCT QUALITY AND STANDARDS COMPLIANCE ONLINE ORIENTATION SERIES: FDA LICENSE TO OPERATE AN CERTIFICATE OF PRODUCT REGISTRATION	9/10/2020		6.0	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	NEGOSYO KO IPO-PROTECT KO: "SCALING UP COMPETITIVENESS OF MSMEs THROUGH EFFECTIVE USE OF THE IP SYSTEM	9/29/2020		6.0	TECHNICAL	INTELLECTUAL PROPERTY PROTECTION OF THE PHILIPPINES
	SMALL BUSINESS COUNSELOR'S COURSE (SBCC 101): DIAGNOSING AN ENTERPRISE	11/25/2019	11/29/2019	40.0	TECHNICAL	Conducted by the University of the Philippines- Institute for Small Scale Industries; Sponsored by the Department of Trade and Industry
	RAPID GROWTH ORIENTATION, GREEN AND GENDER RESPONSIVE VALUE CHAIN ANALYSIS AND SOCIAL MEDIA WORKSHOP	11/18/2019	11/21/2019	30.0	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	BOI-LOKAL (Board of Investment- Linangin ang Obligasyon at Kakayahan tungo sa Aktibong Lokal na Pamumuhay) Seminar	10/22/2019	10/22/2019	6.0	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	BOI INVESTMENT IPP ROADSHOW	10/11/2019	10/11/2019	6.0	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	CAPACITY DEVELOPMENT TRAINING	9/30/2019	10/1/2019	6.0	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	CONSULTATIVE MEETING AND WRITESHOP FOR THE ESTABLISHMENT OF NICHE CENTERS FOR ALL NATURAL FOOD PRODUCTS	3/28/2019	3/30/2019	24.0	TECHNICAL	RESEARCH SERVICES OFFICE/BILIRAN PROVINCE STATE UNIVERSITY
	CAPACITATION ON RESEARCH AND EXTENSION (CORE) II FOR COLLEGE RESEARCH AND EVALUATOR (CORE) FOR STATISTICS: SEMINAR ON STATISTICAL TOOLS FOR RESEARCH USING STATA	12/3/2018	12/7/2018	24.0	TECHNICAL	RESEARCH SERVICES OFFICE/BILIRAN PROVINCE STATE UNIVERSITY
	WORKSHOP ON COOPERATION TOWARDS SUSTAINABLE ENERGY AND INDUSTRIAL POLICY, RESEARCH, DEVELOPMENT AND EXTENSION AGENDA, AND COMMON ACTION	10/12/2018		8.0	TECHNICAL	NEDA REGIONAL OFFICE
	TRAINING SERIES ON SELECTED QUANTITATIVE APPROACHES FOR PROJECT IMPACT ASSESSMENT	9/24/2018	9/28/2018	40.0	TECHNICAL	PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARD) & VISAYAS SOCIO ECONOMIC RESEARCH AND DATA ANALYTICS
	WORKSHOP SEMINAR ON CAPACITATION ON RESEARCH AND EXTENSION (CORE) I	9/11/2018	9/12/2018	16.0	TECHNICAL	RESEARCH SERVICES OFFICE/BILIRAN PROVINCE STATE UNIVERSITY
(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/PROFICIENT IN USING MICROSOFT OFFICE	2018 PHI DELTA, HONOR SOCIETY OF SCIENCE, THESIS FINALIST		CHRISTIAN BROTHERHOOD INTERNATIONAL-CHURCH OF CHHRIST		
	RESEARCH SKILLS					
	PROFICIENT IN ORAL AND WRITTEN COMMUNICATION					
	ABILITY TO WORK UNDER PRESSURE					
	ADAPTABLE/FLEXIBLE					
	BUSINESS SKILLS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	JANUARY 24, 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? ☐ 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: _____

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 items:

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.
ENGR. ELVIRA E. ONGY	VSU BAYBAY CITY	9192129696
BGEN ZOSIMO A. OLIVEROS PA	ORMOC CITY	9178169978
ARD MA. DELIA M. CORSIGA	TACLOBAN CITY	9171023375

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: **PASSPORT**

ID/License/Passport No.: **P6763690A**

Date/Place of Issuance: **APRIL 9, 2018**

Signature (Sign inside the box)

JANUARY 24, 2022

Date Accomplished



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

Person Administering Oath