

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	VARQUEZ		
FIRST NAME	KIMBERLY KAYE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ARENILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/28/1991	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	CEBU 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	Semense Compound Hernan Cortes St. House/Block/Lot No. Street Subdivision/Village Subangdaku Barangay Mandaue Cebu City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	
8. WEIGHT (kg)	49		
9. BLOOD TYPE	O		
10. GSIS ID NO.		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province 6014
11. PAG-IBIG ID NO.	912 22810 2090		
12. PHILHEALTH NO.	12-051107738-4		
13. SSS NO.	06-32588712	19. TELEPHONE NO.	0322398367
14. TIN NO.	434 139 684	20. MOBILE NO.	09668255950
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kimvarquez91@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	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VARQUEZ			
FIRST NAME	EDWARD	NAME EXTENSION (JR., SR)		
MIDDLE NAME	INSO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARENILLA			
FIRST NAME	AIDA			
MIDDLE NAME	DELA TORRE		(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	UNIVERSITY OF THE VISAYAS	GRADE 5 - GRADE 6	2002	2004		2004	N/A
SECONDARY	CEBU CITY DON CARLOS A GOTHONG MEMORIAL NATIONAL HIGH SCHOOL	4th YEAR	2007	2008		2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	UNIVERSITY OF SAN CARLOS	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	2008	2012		2012	N/A
GRADUATE STUDIES	CEBU NORMALUNIVERSITY	MASTER OF LIBRARY AND INFORMATION SCIENCE	2015	2017	33 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 19, 2022
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[illegible]

(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)

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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		

(Continue on separate sheet if necessary)

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

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			
	PLAI National Congress 2021 and General Assembly "Outcomes, Outreach, Outstanding"	11/23/2021	11/26/2021		Librarianship	Philippine Librarians Association, Inc /Webinar
	Libraries Building Roads: Readers, Opportunities, Advocacies, Development, Sustainability	11/8/2021	11/10/2021		Librarianship	Department of Science and Technology /Webinar
	PNULISAA UNConference for Library Professionals (PUPL) on Libraries Paving ROADS towards Global Goals	11/10/2021	11/10/2021		Librarianship	Philippine Normal University Library and Information Science Alumni Association (PNU-LISAA), Inc/Webinar
	Libraries: Preserving and Promoting Knowledge	11/5/2021	11/5/2021		Librarianship	University of San Carlos Library System/Webinar
	Technologies and Tools in Marketing Libraries in the New Normal	10/30/2021	10/30/2021		Librarianship	Association of Master of Library and Information Science Students/Webinar
	DIY: Digital Tools for Work Productivity and Cyber Citizenship	10/22/2021	10/23/2021		Librarianship	American Corner - Ateneo De Zamboanga University/Webinar
	The Benefits of Cloud Computing in Education: The AWS Experience	7/11/2021	7/11/2021		Education	Association of Master of Library and Information Science Students/Webinar
	Surviving Online Instruction Copyright and Fair Use for Online Education And Research	5/28/2021	5/28/2021		Librarianship	Dela Salle University/Webinar
	47th Annual General Assembly	5/21/2021	5/21/2021		Librarianship	ALBASA, Inc/Webinar
	Microsoft Remote Learning Webinar	3/25/2021	3/25/2021		Education	Felta/Webinar
	PLAI National Congress 2019 and General Assembly "Inclusive, Innovative, Interconnected"	11/19/2019	11/22/2019		Librarianship	Philippine Librarians Association, Inc /University of Southern Philippines Foundation
	PLAI National Congress 2018 and General Assembly "Connected Actions, Collective Vision: Libraries Transforming Society	11/20/2018	11/23/2018		Librarianship	Philippine Librarians Association, Inc / University of Southern Philippines Foundation
	Revitalizing the Technological Role of Librarians: Rediscovering Electronic Publishing, Institutional Repository (IR), Open Access and Dspace	5/24/2018	5/26/2018		Librarianship	University of San Carlos Library System
	PLAI National Congress 2017 and General Assembly "Libraries Take Action: Providing Access and Opportunity for All"	11/21/2017	11/24/2017		Librarianship	Philippine Librarians Association, Inc /University of Southern Philippines Foundation










(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				PHILIPPINE LIBRARIANS' ASSOCIATION, INC. (PLAI)
	COMMUNICATION SKILLS				THE CEBU LIBRARIANS' ASSOCIATION, INC. (CLAI)
	LEARNING / ADAPTABILITY				
	SELF-MANAGEMENT				
	ORGANIZING AND FACILITATING SKILLS				
	WATCHING MOVIES				
	READING INTERESTING BOOKS				

(Continue on separate sheet if necessary)

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<p>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,</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> <hr/> <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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <p style="text-align: right;">Resignation</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 following items:</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>GEONALYN S. CALBAR-SUMALINOG</td> <td>Lungsodaan, Hinundayan Southern Leyte</td> <td>09661351921</td> </tr> <tr> <td>LOWELLA PRADO</td> <td>Bontoc Southern Leyte</td> <td>09275916253</td> </tr> <tr> <td>DR. VIRGINIA P. MOLLANEDA</td> <td>Urgello St. Cebu City</td> <td>09235174155</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	GEONALYN S. CALBAR-SUMALINOG	Lungsodaan, Hinundayan Southern Leyte	09661351921	LOWELLA PRADO	Bontoc Southern Leyte	09275916253	DR. VIRGINIA P. MOLLANEDA	Urgello St. Cebu City	09235174155
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<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>													
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p style="text-align: center; margin-top: 20px;">Person Administering Oath</p>													