

## 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 ☐ Yes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT** A1. CS ID N (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	CABAÑAS		
FIRST NAME	GEMMA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LIGAHON		
3. DATE OF BIRTH (mm/dd/yyyy)	02/15/2002	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	RUGOHAY NORTE CARIGARA, LEYTE	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	652 SITIO BUHO House/Block/Lot No. Street BARUGOHAY NORTE Subdivision/Village Barangay CARIGARA LEYTE City/Municipality Province 6529
7. HEIGHT (m)	1.53	18. PERMANENT ADDRESS	652 SITIO BUHO House/Block/Lot No. Street BARUGOHAY NORTE Subdivision/Village Barangay CARIGARA LEYTE City/Municipality Province 6529
8. WEIGHT (kg)	42	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	N/A	20. MOBILE NO.	09653582562
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	gemmaligahoncabanas@gmail.com
11. PAG-IBIG ID NO.	121355539423		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	06-4925825-5		
14. TIN NO.	N/A		
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	CABAÑAS			
FIRST NAME	ALEJANDRO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PASCUAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	LIGAHON			
FIRST NAME	JHOANA			
MIDDLE NAME	COSING			

## 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	CONG. ALBERTO T. AGUJA MEMORIAL CENTRAL SCHOOL	ELEMENTARY	2008	2014	GRADUATE	2014	N/A
SECONDARY	CARIGARA NATIONAL VOCATIONAL SCHOOL	HIGH SCHOOL	2018	2020	GRADUATE	2020	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN AGRICULTURAL ECONOMICS	2020	2024	GRADUATE	2024	ACEF-GIAHEP, COLLEGE SCHOLAR
GRADUATE STUDIES							

(Continue on separate sheet if necessary)


SIGNATURE		DATE	October 20, 2025
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IV. CIVIL SERVICE ELIGIBILITY						
<div>27.</div> 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	
	RA 1080 (LICENSED AGRICULTURIST)	80.2	11/12-14/2024	TACLOBAN CITY	0047461	2/15/2028

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

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[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	OCTOBER 20, 2025

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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(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			
	GENDER SENSITIVITY TRAINING	02/13/2023	10/3/2023	16	Supervisory	UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY
	DIGITAL SKILLS: DIGITAL MARKETING	1/6/2022	06/21/2022	4	Technical	ACCENTURE
	UNIVERSITY OF GUELPH FOUNDATIONS IN AGRICULTURAL MANAGEMENT	04/25/2022	05/23/2022	20	Managerial	UNIVERSITY OF GUELPH
	BASIC OF FINANCE	10/6/2022	06/15/2022	3	Supervisory	HP FOUNDATION/HP LIFE
	FINANCIAL GLOBALIZATION CAPITAL FLOWS AND THE GLOBAL FINANCIAL CYCLE	06/23/2022	06/25/2022	3	Managerial	ADBI INSTITUTE
	PRINCIPLES OF GRAPHIC DESIGN	02/13/2023	10/3/2023	16	Technical	UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY
	O					
	1					

*(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)
ARTS	N/A	N/A
COOKING		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>OCTOBER 20, 2025</b>
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you 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 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</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>Jane Cando-Llanera</td> <td>Brgy. Poblacion Zone 5, Baybay City, Leyte</td> <td>09502540027</td> </tr> <tr> <td>Israel Embayarte</td> <td>Brgy. Gabas, Baybay City, Leyte</td> <td>09569211130</td> </tr> <tr> <td>Ernesto F. Bulayog</td> <td>Visca, Baybay City, Leyte</td> <td>09176275770</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Jane Cando-Llanera	Brgy. Poblacion Zone 5, Baybay City, Leyte	09502540027	Israel Embayarte	Brgy. Gabas, Baybay City, Leyte	09569211130	Ernesto F. Bulayog	Visca, Baybay City, Leyte	09176275770
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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</p>													
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<p>CRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated a</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 300px; height: 20px; margin: 10px auto; text-align: center;">         Person Administering Oath       </div>													