

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	CLAVE			
FIRST NAME	REAN DAVE		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	CUSTODIO			
3. DATE OF BIRTH (mm/dd/yyyy)	08/09/2000	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	PALO, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input 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	N/A House/Block/Lot No. N/A Subdivision/Village ALANGALANG City/Municipality	
7. HEIGHT (m)	1.77	ZIP CODE	6517	
8. WEIGHT (kg)	82.2			
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village ALANGALANG City/Municipality	
10. GSIS ID NO.	N/A	ZIP CODE	6517	
11. PAG-IBIG ID NO.	N/A			
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	635-747-555-00000	20. MOBILE NO.	09560930235	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	reandave1364@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	CLAVE			
FIRST NAME	DAVID	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VERO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CUSTODIO			
FIRST NAME	LILIBETH			
MIDDLE NAME	JUNTILA			

(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	PEPITA ELEMENTARY SCHOOL	N/A	2007	2013	N/A	2013	VALEDICTO RIAN
SECONDARY	ALANGALANG NATIONAL HIGH SCHOOL	N/A	2013	2019	N/A	2019	SALUTATO RIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE	BACHELOR OF ARTS IN PSYCHOLOGY	2019	2023	N/A	2023	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/25/2024
-----------	---	------	------------

IV. CIVIL SERVICE ELIGIBILITY

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
PD - 907 HONOR GRADUATE ELIGIBILITY	N/A	09/20/2024	CIVIL SERVICE COMMISSION REGION OFFICE VIII PALO, LEYTE	N/A	N/A
REGISTERED PSYCHOMETRICIAN	82.6	08/11-12/2024	CEBU		

NOTHING FOLLOWS

(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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format '00-0') INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
11/28/2023	PRESENT	TUTOR	BRAINBOX TUTORIAL AND REVIEW CENTER	4000.00	N/A	CASUAL	N

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/25/2024
-----------	---	------	------------

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	SANGGUNIANG KABATAAN - CABADSAN ALANGALANG, LEYTE	01/20/2024	01/28/2024	16.0	VOLUNTEER LECTURER
	UPVTC PEER FACILITATOR'S GROUP	09/27/2021	07/ 25/2023	N/A	PEER FACILITATOR
	UP TACLOBAN PEER FACILITATOR'S GROUP TRAINING	05/12/2023	05/13/2023	12.0	VOLUNTEER FACILITATOR
	UNDERSTANDING CHILDREN'S MENTAL HEALTH	01/21/2023	01/21/2023	4.0	VOLUNTEER
	UP TACLOBAN PSYCH CIRCLE	09/27/2021	03/30/2022	N/A	VICE-PRESIDENT FOR PUBLICITY AND COMMUNICATIONS
NOTHING FOLLOWS					

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			
	TRAINING FOR TUTORS	01/10/2024	01/10/2024	2.0	SOFT SKILLS	COLAS GROUP OF COMPANIES

[illegible]

VIII. OTHER INFORMATION

	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
--	---	--

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DATA ANALYSIS/RESEARCH		CERTIFIED HUMAN RESOURCE ASSOCIATE		BRAINBOX TUTORIAL AND REVIEW CENTER
	BASIC KNOWLEDGE IN USING STATISTICAL TOOLS (MS EXCEL AND IBM SPSS)		NOTHING FOLLOWS		NOTHING FOLLOWS
	COMPUTER LITERACY				
	TIME-MANAGEMENT				
	COMMUNICATION SKILLS				
	ACTIVE LISTENING				
	NOTHING FOLLOWS				

SIGNATURE		DATE	10/25/2024
-----------	---	------	------------

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

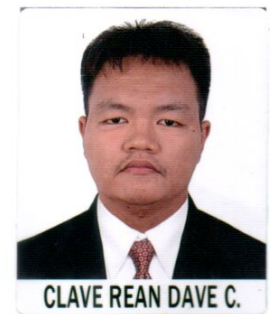
If YES, please specify ID No: _____

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.
RHEA LINA J. SAAVEDRA	UP TACLOBAN COLLEGE	9365282218
MA. FAYE M. COLAS	3F UYTINGKOC BLDG, IMELDA AVENUE, TACLOBAN CITY	9770660396
JAMES R. PEDRERA	EVSU TANAUAN CAMPUS	9610549336

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: NATIONAL ID

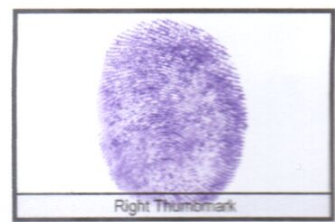
ID/License/Passport No.: 6256-8798-1493-8906

Date/Place of Issuance: 03/16/2023

Signature (Sign inside the box)

10/25/2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this October 25, 2024 affiant exhibiting his/her validly issued government ID as indicated above.

Doc No. 388 ;
Page No. 79 ;
Book No. 115 ;
Series of 2024 ;

ATTY. JARESS AMORES NERI
Notary Public
W/in jurisdiction of RTC in Tacloban City
610 Velarde St., Alangalang, Leyte
NC-2023-01-46 / Until December 31, 2024
Person Administering Oath
Roll No. 525017 TIN: 252-397-549
IBP OR No. 403557 / 1-5-2024 / Leyte Chapter
PTR No. 9044460 / 1-2-24 / Alangalang, Leyte
MCLE VII-0012026 / 2-24-2022 / Pasig City