

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	CACERES			
FIRST NAME	PATRINA KAYE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NARTEA			
3. DATE OF BIRTH (mm/dd/yyyy)	09/05/1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	TACLOBAN 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:			
7. HEIGHT (m)	1.62	17. RESIDENTIAL ADDRESS	BLOCK 11 LOT 8 IRELAND STREET House/Block/Lot No. Street PUROK 2 V AND G SUBDIVISION 109 A Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province	
8. WEIGHT (kg)	55		ZIP CODE	6500
9. BLOOD TYPE	O		18. PERMANENT ADDRESS	BLOCK 11 LOT 8 IRELAND STREET House/Block/Lot No. Street PUROK 2 V AND G SUBDIVISION 109 A Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
10. GSIS ID NO.	NONE			ZIP CODE
11. PAG-IBIG ID NO.	NONE	19. TELEPHONE NO.		NONE
12. PHILHEALTH NO.	13 050119919 3	20. MOBILE NO.		09283774978
13. SSS NO.	06 311 5134 4	21. E-MAIL ADDRESS (if any)	patrinakaye@gmail.com	
14. TIN NO.	321 303 776			
15. AGENCY EMPLOYEE NO.	C090518PKN			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NONE	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CACERES (+)			
FIRST NAME	EDGARDO EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GERNALE			
25. MOTHER'S MAIDEN NAME				
SURNAME	NARTEA (+)			
FIRST NAME	IMELDA			
MIDDLE NAME	GUIRINDOLA		(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	STO. NIÑO SPED CENTER		06/09/1997	03/23/2001		2001	ACHIEVER
SECONDARY	LEYTE NATIONAL HIGH SCHOOL		06/04/2001	03/25/2005		2005	SPECIAL AWARDS
VOCATIONAL / TRADE COURSE	RTR MEDICAL FOUNDATION	BS NURSING	06/13/2005	03/24/2006	46 UNITS		
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BA COMMUNICATION ARTS	11/06/2006	10/22/2010		2010	
GRADUATE STUDIES	LEYTE COLLEGES LEYTE NORMAL UNIVERSITY	BS ED SUPPLEMENTAL MA TEACHING LANGUAGE TEACHING	02/10/2014 08/17/2019	03/20/2015 PRESENT	33 UNITS 27 UNITS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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
	PROFESSIONAL TEACHERS BOARD	82.8	SEPT. 2015	TACLOBAN CITY	1629841	SEPT. 5, 2025
	ASIAN FOOTBALL CONFEDERATION C COACHING LICENSE	PASSED	OCT. 2014	BAROTAC NUEVO, ILOILO	AFC8828PHI	OCT. 17, 2014 RELEASE
	PHILIPPINE FOOTBALL FEDERATION GRASSROOTS CERTIFICATE	PASSED	SEPT. 2012	TACLOBAN CITY	G2012532	SEPT. 9, 2012 RELEASE
	CIVIL SERVICE PROFESSIONAL ELIGIBILITY	84.9	MAR. 2009	TACLOBAN CITY	0810653	MAY 29, 2009 RELEASE

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]

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SIGNATURE		DATE	
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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		
COACHES ACROSS CONTINENTS	04/09/2021	PRESENT		GLOBAL ACCREDITED COACH
COACHES ACROSS CONTINENTS	08/15/2015	PRESENT		ASIA COMMUNITY IMPACT COACH (CIC)
GIRL RISING (FEMALE EMPOWERMENT)	02/15/2016	02/15/2017		ASIAN REGIONAL AMBASSADOR

(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			
TESOL CERTIFICATE, PART 1: TEACH ENGLISH NOW	11/09/2017	07/15/2022	75.0		ARIZONA STATE UNIVERSITY; COURSERA
TEACHING VIRTUES THROUGH SPORT	07/01/2022	07/01/2022	12.0		TEAM P.E. INTERNATIONAL
SPORT FOR SOCIAL IMPACT TRAINING (LEAD FACILITATOR)	04/25/2022	04/29/2022	32.0		FOOTBALL FOR HUMANITY; COACHES ACROSS CONTINENTS
RDE HEARING (RESEARCH PROPOSAL PRESENTER)	10/27/2021	10/29/2021	21.0		EASTERN VISAYAS STATE UNIVERSITY; ORDEX
ON BECOMING EFFECTIVE AND RESILIENT EDUCATORS (RESOURCE SPEAKER)	08/20/2021	08/20/2021	3.0		DZR STATE COMPREHENSIVE SCHOOL OF FISHERIS; FUNDLIFE
WER NA U? A WEBINAR ON FINDING ONESELF AND REIGNITING THE PASSION TO TEACH	05/29/2021	05/29/2021	3.0		TEACH FOR THE PHILIPPINES
ON BECOMING EFFECTIVE AND RESILIENT EDUCATORS (ONLINE RESOURCE SPEAKER)	04/29/2021	04/30/2021	12.0		SARANGANI NATIONAL SPORTS ACADEMY; FUNDLIFE
SPORT FOR SOCIAL IMPACT TRAINING (LEAD FACILITATOR)	11/29/2020	12/18/2020	32.0		COACHES ACROSS CONTINENTS
BAYANIHAN, AYADON, SANROKAN AT TORNOHAN: MAKAPAGWANG PAGWIIKA SA PANAHON NG PANDEMYA	08/28/2020	08/28/2020	1.5		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
ANG HALAGA NG NANGANGANIB NA WIKA SA PILIPINAS: ANG KASO NG DUPANINAN AGTA AT TANDULANEN TAGBANUA	08/28/2020	08/28/2020	1.5		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
WIKANG KATUTUBONG WARAY SA PANAHON NG PANDEMYA	08/27/2020	08/27/2020	1.5		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
EDUCATIONAL VIDEO PRODUCTION	08/15/2020	08/15/2020	8.0		FUNDLIFE INTERNATIONAL
VIRTUAL EMPOWER 2020 (ONLINE RESOURCE SPEAKER)	07/15/2020	07/19/2020	24.0		REACH OUT TO ASIA QATAR; EDUCATION ABOVE ALL
TRAINING WORKSHOP ON MODULE WRITING	07/17/2020	07/17/2020	8.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
ELT IN THE NEW NORMAL: RETHINKING TEACHING IN POST COVID 19 TIME	05/27/2020	05/27/2020	2.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
RELOCALIZATION IN DIGITAL LANGUAGE PRACTICES OF UNIVERSITY STUDENTS IN ASIAN PERIPHERIES: CRITICAL AWARENESS IN A LANGUAGE CLASSROOM	05/25/2020	05/25/2020	2.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
BEYOND DEFINITIONS: USING THE OXFORD DICTIONARY TO EXPLORE FILIPINO-ENGLISH LANGUAGE CONTACT	05/08/2020	05/08/2020	2.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
THE CHALLENGES AND OPPORTUNITIES FOR ONLINE AND ALTERNATIVE LEARNING SYSTEMS	05/08/2020	05/08/2020	2.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
MOVING TO VIRTUAL TEACHING: THE NEW NORMAL	05/08/2020	05/08/2020	2.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT
QUEST FOR BEST: TEACHING PRONUNCIATION TO YOUNG LEARNERS OF ENGLISH	02/24/2020	03/29/2020	30.0		TRINITY COLLEGE LONDON
ENGLISH LANGUAGE TEACHING AND LEARNING IN THE 21ST CENTURY THROUGH RESEARCH DRIVEN INSTRUCTION	11/18/2019	11/18/2019	4.0		EVSU; COLLEGE OF ARTS AND SCIENCES; LANGUAGES AND LITERATURE DEPARTMENT

(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)
READING, LANGUAGE TEACHING AND LEARNING	SONGS OF NEVER (BOOK CONTRIBUTOR, 2021)	PHILIPPINE ASSOCIATION OF COMMUNICATION EDUCATORS (PACE)
FOOTBALL PLAYER AND COACHING	COACHES ACROSS CONTINENTS ACCREDITED COACH (2021)	
ULTIMATE FRISBEE, TABLE TENNIS, TENNIS	FUNDLIFE INTERNATIONAL WOMENS CHAMPION (2019)	
ARTS AND CRAFTS, GUITAR	TIME ASIA'S THROUGH THE EYES OF TIGER CUBS: VIEWS OF ASIA'S NEXT GENERATION (BOOK CONTRIBUTOR, 2010)	
SINGING, DANCING, THEATER	OUTSTANDING TEACHER OF THE YEAR (COLLEGE DEPARTMENT, JEMCC 2013)	
WRITING, PHOTOGRAPHY/VIDEOGRAPHY	TEACHER WITH A PURPOSE AWARDEE (JE MONDEJAR COMPUTER COLLEGE, WORLD TEACHERS DAY CELEBRATION, 2013)	
COOKING, BAKING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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> <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><u>FORMAL RESIGNATION FROM PRIOR EMPLOYMENTS</u></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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MS. KIMBERLY LOPEZ, OPERATIONS MANAGER</td> <td>FUNDLIFE INTERNATIONAL</td> <td>kimberly@fundlife.org</td> </tr> <tr> <td>DR. JACQUELINE ESPINA, COLLEGE OF ARTS AND SCIENCES DEAN</td> <td>LEYTE NORMAL UNIVERSITY</td> <td>espinajackie@gmail.com</td> </tr> <tr> <td>PROF. JOYCIE ALEGRE, FACULTY</td> <td>UP VISAYAS TACLOBAN COLLEGE</td> <td>hum.tac.upvisayas@up.edu</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MS. KIMBERLY LOPEZ, OPERATIONS MANAGER	FUNDLIFE INTERNATIONAL	kimberly@fundlife.org	DR. JACQUELINE ESPINA, COLLEGE OF ARTS AND SCIENCES DEAN	LEYTE NORMAL UNIVERSITY	espinajackie@gmail.com	PROF. JOYCIE ALEGRE, FACULTY	UP VISAYAS TACLOBAN COLLEGE	hum.tac.upvisayas@up.edu
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td>Government Issued ID: PASSPORT</td> </tr> <tr> <td>ID/License/Passport No.: P5013254B</td> </tr> <tr> <td>Date/Place of Issuance: 03/03/2020 DFA NCR NORTHEAST</td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	Government Issued ID: PASSPORT	ID/License/Passport No.: P5013254B	Date/Place of Issuance: 03/03/2020 DFA NCR NORTHEAST	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;"> <p>Signature (Sign inside the box)</p> <p>JULY 21, 2022</p> <p>Date Accomplished</p> </td> </tr> </table>	<p>Signature (Sign inside the box)</p> <p>JULY 21, 2022</p> <p>Date Accomplished</p>							
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<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; font-size: 8px;"> ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size) </div> <div style="position: absolute; bottom: 5px; left: 5px; font-size: 8px;"> Computer generated or photocopied picture is not acceptable </div> </div> <p style="text-align: center; margin-top: 10px;">PHOTO</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto; position: relative;"> <div style="position: absolute; bottom: 5px; right: 5px; font-size: 8px;"> Right Thumbmark </div> </div>													
<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: 200px; height: 60px; margin: 10px auto; position: relative;"> <div style="position: absolute; bottom: 5px; left: 5px; background-color: #f0f0f0; padding: 2px;"> Person Administering Oath </div> </div>													