

# 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	SOROÑO		
FIRST NAME	RAMON RYAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FAUSTINO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/24/2001	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	BRGY. CONSUEGRA, LEYTE, 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	House/Block/Lot No. Street KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.74M	ZIP CODE	6521
8. WEIGHT (kg)	70KG		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street CONSEUGRA Subdivision/Village Barangay LEYTE LEYTE City/Municipality Province
10. GSIS ID NO.	ON PROCESS	ZIP CODE	6533
11. PAG-BIG ID NO.	ON PROCESS		
12. PHILHEALTH NO.	ON PROCESS	19. TELEPHONE NO.	NA
13. SSS NO.	ON PROCESS	20. MOBILE NO.	09759968036
14. TIN NO.	ON PROCESS	21. E-MAIL ADDRESS (if any)	<a href="mailto:ramon.sorono@vsu.edu.ph">ramon.sorono@vsu.edu.ph</a>
15. AGENCY EMPLOYEE NO.	NA		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA		NA	NA
OCCUPATION	NA		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	SOROÑO		NA	NA
FIRST NAME	RAMON	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	GARGANERA		NA	NA
25. MOTHER'S MAIDEN NAME	TANGLE		NA	NA
SURNAME	SOROÑO		NA	NA
FIRST NAME	ANALIZA		NA	NA
MIDDLE NAME	FAUSTINO		(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	CONSUEGRA ELEMENTARY SCHOOL	ELEMENTARY	6/5/2007	3/31/2013	GRADUATED	2013	VALEDICTORIAN
SECONDARY	JUAN V. DELANTAR NATIONAL HIGH SCHOOL	SECONDARY	6/7/2013	3/31/2017	GRADUATED	2017	WITH HIGH HONOR
SENIOR HIGH SCHOOL	ORMOC CITY SENIOR HIGH SCHOOL	HUMANITIES AND AND SOCIAL SCIENCE	6/8/2013	5/19/2019	GRADUATED	2019	WITH HONOR
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ARTS IN ENGLISH LANGUAGE STUDIES	8/13/2019	8/3/2023	GRADUATED	2023	MAGNA CUM LAUDE
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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#### IV. CIVIL SERVICE ELIGIBILITY

[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)

(Continued on separate sheet if needed)			
<b>SIGNATURE</b>		<b>DATE</b>	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION <small>(Write in full)</small>	INCLUSIVE DATES <small>(mm/dd/yyyy)</small>		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	BAYBAY WRITERS COLLECTIVE	9/14/2022	8/12/2023	NA	PRESIDENT	
	AMARANTH	8/1/2019	8/1/2023	NA	WRITER	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
<small>(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial Positions)</small>						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS <small>(Write in full)</small>	INCLUSIVE DATES OF ATTENDANCE <small>(mm/dd/yyyy)</small>		NUMBER OF HOURS	Type of LD <small>( Managerial/ Supervisory/ Technical/etc)</small>	CONDUCTED/ SPONSORED BY <small>(Write in full)</small>
		From	To			
	ANG GUBAT PLAYWRIGHTING WORKSHOP	6/5/2021	7/5/2021	15.0	NA	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES
	POETRY WORKSHOP	3/1/2023	3/15/2023	9.0	NA	BAYBAY WRITERS COLLECTIVE
	FICTION WORKSHOP	3/22/2023	4/5/2023	9.0	NA	BAYBAY WRITERS COLLECTIVE
	CREATIVE NONFICTION WORKSHOP	5/4/2023	5/18/2023	9.0	NA	BAYBAY WRITERS COLLECTIVE
	DRAMA WORKSHOP	5/24/2023	6/10/2023	9.0	NA	BAYBAY WRITERS COLLECTIVE
	19TH LAMIRAW CREATIVE WRITING WORKSHOP	10/28/2023	10/31/2023	24.0	NA	KATIG WRITERS INC.
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION <small>(Write in full)</small>			33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION <small>(Write in full)</small>
	PHOTOGRAPHY	NA				BAYBAY WRITERS COLLECTIVE
	POETRY	NA				AMARANTH
	COMMUNICATION	NA				
	LEADERSHIP	NA				
		NA				
		NA				
		NA				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

<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 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 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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RHODORA A. BANDE</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>NA</td> </tr> <tr> <td>MICHAEL CARLO C. VILLAS</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>NA</td> </tr> <tr> <td>JETT C. QUEBEC</td> <td>BURAUEN, LEYTE</td> <td>NA</td> </tr> </tbody> </table>			NAME	ADDRESS	TEL. NO.	RHODORA A. BANDE	VISCA, BAYBAY CITY, LEYTE	NA	MICHAEL CARLO C. VILLAS	VISCA, BAYBAY CITY, LEYTE	NA	JETT C. QUEBEC	BURAUEN, LEYTE	NA
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JETT C. QUEBEC	BURAUEN, LEYTE	NA												
<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 style="width: 60%;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td style="width: 40%;">PLEASE INDICATE ID Number</td> </tr> <tr> <td>Government Issued ID: 4692-3703-5276-4720</td> <td></td> </tr> <tr> <td>ID/License/Passport No. NA</td> <td></td> </tr> <tr> <td>Date/Place of Issuance: NA</td> <td></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number	Government Issued ID: 4692-3703-5276-4720		ID/License/Passport No. NA		Date/Place of Issuance: NA		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;">Signature (Sign inside the box)</td> </tr> <tr> <td>Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)</p> <p>Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center;">Right Thumbmark</p>		
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ID/License/Passport No. NA														
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Date Accomplished														
<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;"></div> <p style="text-align: center;">Person Administering Oath</p>														