

## 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	CAGNAN		
FIRST NAME	PAULO		NAME EXTENSION (JR., SR)
MIDDLE NAME	LACTUAN		
3. DATE OF BIRTH (mm/dd/yyyy)	08/14/2000	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.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	
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:	House/Block/Lot No.	Street
7. HEIGHT (m)	1.57	Subdivision/Village	Barangay
8. WEIGHT (kg)	64	City/Municipality	Province
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	
10. GSIS ID NO.		N/A	Poruk 2 Street
11. PAG-IBIG ID NO.	121307237527	House/Block/Lot No.	N/A
12. PHILHEALTH NO.	13-202734231-4	Subdivision/Village	Binulho
13. SSS NO.	06-4457301-6	Javier	Leyte
14. TIN NO.	619-725-785	City/Municipality	Province
15. AGENCY EMPLOYEE NO.		6511	
		19. TELEPHONE NO.	
		20. MOBILE NO.	09922453350
		21. E-MAIL ADDRESS (if any)	Paulocagnan@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	CAGNAN			
FIRST NAME	LARRY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	IBANEZ			
25. MOTHER'S MAIDEN NAME	MYRNA S. LACTUAN			
SURNAME	LACTUAN			
FIRST NAME	MYRNA			
MIDDLE NAME	SIAROT			

(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	Binulho Elementary School	Primary Education	4/3/2006	3/30/2012		2012	
SECONDARY	Javier National Highschool (SHS)	General Academic Strand (GAS)	6/4/2012	2/4/2018		2018	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A				N/A	
COLLEGE	Eastern Visayas State University-Tacloban Main	Bachelor of Science In Office Administration	6/4/2018	07/15/2022		2022	Cumlaude
GRADUATE STUDIES							

(Continue on separate sheet if necessary)


SIGNATURE		DATE	1-2-2025
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[illegible]

#### V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	1-2-2025
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## C

(Continue on separate sheet if necessary)

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive Managerial positions)

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)

(Continue on next page)



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?  
 b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO  
☐ YES ☒ NO  
 If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
 b. Have you been criminally charged before any court?

☐ YES ☒ NO  
 If YES, give details: \_\_\_\_\_

☐ 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: \_\_\_\_\_

a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  
 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: \_\_\_\_\_

☐ 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?  
 b. Are you a person with disability?  
 c. Are you a solo parent?

☐ YES ☒ NO  
 If YES, please specify: \_\_\_\_\_

☐ YES ☒ NO  
 If YES, please specify ID No: \_\_\_\_\_

☐ YES ☒ NO  
 If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Cheryl L. Acala (Javier Municipal Accountant)	Javier, Leyte	09171382546
Corazon L. Roque (Javier - Municipal Civil Registrar)	Javier, Leyte	09171298422
Josephine Saoy (Local Legislative Officer IV)	Javier, Leyte	09985341204

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: **Philippine Identification Card**

ID/License/Passport No.: **4283-5821-4603-7649**

Date/Place of Issuance: **09/15/2021**

*Signature*

Signature (Sign inside the box)

**1-2-2025**

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_

affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath