

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                    | Abit   |   |   |
| FIRST NAME                    | Cajie  | NAME EXTENSION (JR., SR)                                    |   |
| MIDDLE NAME                   | Cajipo   |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 01/26/2000   | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  |
| 4. PLACE OF BIRTH             | Marosm Valenzuela City   | If holder of dual citizenship, please indicate the details. | <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female   |   | Pls. indicate country:  |
| 6 CIVIL STATUS                | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | Lopez Jaena   |
| 7. HEIGHT (m)                 | 1.52   | House/Block/Lot No.   | 5-A   |
| 8. WEIGHT (kg)                | 55   | Subdivision/Village   | Tacloban City   |
| 9. BLOOD TYPE                 | N/A  | City/Municipality   | Lepte   |
| 10. GSIS ID NO.               | N/A  | ZIP CODE  | 6500  |
| 11. PAG-IBIG ID NO.           | N/A  | 18. PERMANENT ADDRESS                                       | San Roque   |
| 12. PHILHEALTH NO.            | 02-253073518-8   | House/Block/Lot No.   | Pana  |
| 13. SSS NO.                   | 34-8972223-6   | Subdivision/Village   | Giporlos  |
| 14. TIN NO.                   | 643-360-613  | City/Municipality   | Eastern Samar   |
| 15. AGENCY EMPLOYEE NO.       | N/A  | ZIP CODE  | 6811  |
|                               |  | 19. TELEPHONE NO.   | N/A   |
|                               |  | 20. MOBILE NO.  | 0966 137 3450   |
|                               |  | 21. E-MAIL ADDRESS (if any)                                 | jic26 abit 2000@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   |                            |
| MIDDLE NAME              |         |   |                            |
| OCCUPATION               |         |   |                            |
| EMPLOYER/BUSINESS NAME   |         |   |                            |
| BUSINESS ADDRESS         |         |   |                            |
| TELEPHONE NO.            |         |   |                            |
| 24. FATHER'S SURNAME     | Abit    |   |                            |
| FIRST NAME               | Marlon  |   |                            |
| MIDDLE NAME              | Alain   |   |                            |
| 25. MOTHER'S MAIDEN NAME |         |   |                            |
| SURNAME                  | Cajipo  |   |                            |
| FIRST NAME               | Chona   |   |                            |
| MIDDLE NAME              | Abrogar |   |                            |

(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                | Pana Elementary School                           |   | 2005                 | 2011 |  | 2011           |                                       |
| SECONDARY                 | Giporlos National Trade School                   |   | 2011                 | 2015 |  | 2015           |                                       |
| VOCATIONAL / TRADE COURSE | Giporlos National Trade School                   | Drafting                                      | 2012                 | 2015 |  | 2015           |                                       |
| COLLEGE                   | Eastern Samar State University - Geniosan Campus | Bachelor of Science in Information Technology | 2015                 | 2019 |  | 2019           |                                       |
| GRADUATE STUDIES          |  |   |                      |      |  |                |                                       |

|           |   |      |            |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 09/12/2024 |
|-----------|---|------|------------|

(Continue on separate sheet if necessary)



[illegible]

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

[illegible]

|             |  |            |  |
|-------------|--|------------|--|
| SIGNATURE   |  | DATE       |  |
| [Signature] |  | 09/12/2024 |  |



## 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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES  | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full)          | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|---|---|---|
| Adaptability<br>Art/Design<br>Microsoft Literate<br>Computer Literate | NAPOLCOM- Passer of April 2019<br>CSC Professional Passer of March 2024 | New Life Baptist<br>Church - Giporlos<br>Mission              |
|   |   |   |
|   |   |   |

(Continue on separate sheet if necessary)

|           |                    |      |           |
|-----------|--------------------|------|-----------|
| SIGNATURE | <i>[Signature]</i> | DATE | 9/12/2024 |
|-----------|--------------------|------|-----------|



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

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

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

38. 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?

39. Have you acquired the status of an immigrant or permanent resident of another 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?

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) |                 |             |
|--|-----------------|-------------|
| NAME   | ADDRESS         | TEL. NO.    |
| Shirley G. Pokle   | Tacloban City   | 0910316680  |
| Ryan B. Lacaba   | Tacloban City   | 09107061521 |
| Archie Val Ramido  | Guinan E. Samar | 09150646182 |

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.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

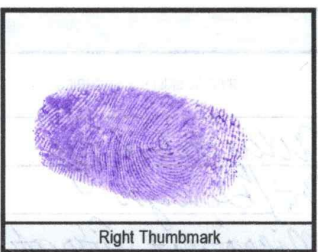
Government Issued ID: National ID

ID/License/Passport No.: 5713-5017-6879-0594

Date/Place of Issuance: Nov. 02, 2022

Signature (Sign inside the box)  
[Signature]

Date Accomplished  
09/12/2024



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 SEP 2024, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. ELENNE P. LIM**  
Notary Public for Tacloban City  
Notarial Commission No. 2024-01-73 | Until 12-31-2025  
Roll of Attorneys No. 21767  
IBP No. 377450112-2022  
PTR No. 8486077 | 01-02-2024 | Tacloban City