

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	QUIJANO			
FIRST NAME	ANNA LIZA		NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CAMPO			
3. DATE OF BIRTH (mm/dd/yyyy)	1/25/1979	16. CITIZENSHIP	<input 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	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	Please indicate country: ▼	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	267 KALIPAYAN ST House/Block/Lot No. Street 62 B Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province	
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		ZIP CODE 6500	
7. HEIGHT (m)	1.602		18. PERMANENT ADDRESS	267 KALIPAYAN ST House/Block/Lot No. Street TACLOBAN CITY 62B Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	67 KILOS			ZIP CODE 6500
9. BLOOD TYPE	B			19. TELEPHONE NO. N/A
10. GSIS ID NO.	2003475205	20. MOBILE NO. 09273729945		
11. PAG-IBIG ID NO.	170000236805	21. E-MAIL ADDRESS (if any)	annalizaquijano@yahoo.com	
12. PHILHEALTH NO.	130250151951			
13. SSS NO.	N/A			
14. TIN NO.	923-062-816			
15. AGENCY EMPLOYEE NO.	20299301			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	QUIJANO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GENE JOSE	NAME EXTENSION (JR., SR) N/A	TITUS GENE C. QUIJANO	9/15/2003
MIDDLE NAME	MACAYAN		ELENA FRAULINE C. QUIJANO	10/8/2004
OCCUPATION	SELF EMPLOYED		ALIYAH THERESE C. QUIJANO	3/25/2006
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAMPO			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ESPINOSA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DELA SIERRA			
FIRST NAME	ALICIA			
MIDDLE NAME	SALES		(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	SAN JOSE ELEMENTARY SCHOOL	PRIMARY	6/1/1986	3/30/1992	N/A	1992	WITH HONORS
SECONDARY	SAN JOSE NATIONAL HIGH SCHOOL	HIGH SCHOOL	6/1/1992	3/30/1996	N/A	1996	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	ST PAUL BUSINESS SCHOOL	BS ACCOUNTANCY	6/1/1996	3/30/2000	N/A	2000	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTERS IN MANAGEMENT	6/1/2002	3/30/2002	12 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

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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
CS PROFESSIONAL	81.9	11/11/2000	TACLOBAN CITY	N/A	N/A
CS SUBPROFESSIONAL	81.1	7/7/1998	TACLOBAN CITY	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

## V. WORK EXPERIENCE

[illegible]

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**SIGNATURE**

DATE \_\_\_\_\_

4/25/2017



# 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		
N/A					

(Continue on separate sheet if necessary)

# VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(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)

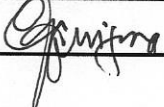
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	INTERPERSONAL SKILLS TRAINING	3/27/2017	3/28/2017	16.0	GENERAL	PHILHEALTH RO8
	INFORMATION CARAVAN	4/19/2016	4/21/2016	24.0	GENERAL	PHILHEALTH RO8
	2ND LEVEL TRAINING ON GENDER AND DEVELOPMENT TRAINORS TRAINING	4/19/2016	4/21/2016	32.0	GENERAL	PHILHEALTH RO8
	NATIONAL CONFERENCE ON PUBLIC PERSONNEL ADMINISTRATION ON ETHICAL LEADERSHIP	12/8/2015	12/11/2015	32.0	TECHNICAL	PMAC
	TRAINORS TRAINING ON GENDER AND DEVELOPMENT	9/8/2015	9/11/2015	32.0	GENERAL	PHILHEALTH GAD
	INFORMATION CARAVAN	8/17/2015	8/17/2015	8.0	GENERAL	PHILHEALTH RO8
	ISO 9001:2008 QMS TRAINING	4/16/2015	4/17/2015	16.0	GENERAL	PHILHEALTH RO8
	TRAINING ON DECENTRALIZATION OF PS WE CARE	6/4/2013	6/6/2013	24.0	GENERAL	PHILHEALTH HRD
	TRAINORS TRAINING ON PHILHEALTH ACCOUNTS MANAGEMENT SYSTEM	9/3/2012	9/6/2012	32.0	GENERAL	PHILHEALTH RO8
	PERSONAL MASTERY:ROAD TO COMMITMENT,INTEGRITY AND ACCOUNTABILITY	1/25/2012	1/26/2012	16.0	GENERAL	PHILHEALTH RO8
	PRE-RETIREMENT COUNSELING	8/10/2011	8/11/2011	16.0	TECHNICAL	CSC RO8
	MAXIMIZE EMPLOYEE ENGAGEMENTTO ACHIEVE ORGANIZATIONAL PERFORMANCE	5/20/2011	5/20/2011	8.0	GENERAL	PHILHEALTH RO8
	1ST PAMO SUMMIT "TIGHTEN UP THE BOLTS"	1/26/2011	1/28/2011	8.0	GENERAL	PHILHEALTH RO8
	SEMINARS ON LEAVE ADMINISTRATION (SEAL BOAT)	2/25/2009	2/26/2009	16.0	TECHNICAL	CSC RO8
	HRD COMPONENT 1 TRAINING	3/2/2009	3/3/2009	16.0	GENERAL	PHILHEALTH RO8
	REINVENTED PAMS TRAINING	2/9/2009	2/11/2009	24.0	GENERAL	PHILHEALTH RO8
	EFFECTIVE INTERPERSONAL RELATIONS & TEAM DEVELOPMENT	12/6/2008		40.0	TECHNICAL	PHILHEALTH RO8
	ORIENTAION ON COMMUNITY BASED MONITORING SYSTEM (CBMS)	4/20/2007	4/20/2007	4.0	GENERAL	PHILHEALTH RO8
	GENDER AND DEVELOPMENT ISSUE ON SINGLE PARENT ACT UNDER 8972 AND ADMINISTRATIVE DISCIPLINARY	7/8/2004	7/8/2004	8.0	GENERAL	CSC RO8
	DLP ON HR MGT IN THE CIVIL SERVICE	9/2/2002	9/2/2002	40.0	TECHNICAL	CSC RO8
	BASIC CUSTOMER SERVICE SKILLS TRAINING	12/3/2001	12/4/2001	16.0	GENERAL	CSC RO8

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

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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?

☐ 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.
EDERLINA M. SALAZAR	PALO LEYTE	N/A
ATTY. JANICE AGULLO	PALO LEYTE	N/A
MA HAZEL NAPOLIS	PALO LEYTE	N/A

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.



ANNA LIZA C. QUIJANO

PHOTO



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: UMID

ID/License/Passport No.: 2003475205

Date/Place of Issuance: JUNE 2008 / Tacloban City

Signature (Sign inside the box)

Date Accomplished

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

RENATO L. LIMSIACO, JR.  
REGIONAL VICE PRESIDENT

Person Administering Oath