

Revised 2020

# 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	PORTON		
FIRST NAME	JAY NARD	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FLORES		
3. DATE OF BIRTH (mm/dd/yyyy)	4/20/1998	16. CITIZENSHIP	Pls. indicate country:  FILIPINO
4. PLACE OF BIRTH	Arteche E. Samar	If holder of dual citizenship, please indicate the details.	
5. SEX	MALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	PUROK 1 NAUBAY STREET House/Block/Lot No. Street PUROK 1 Brgy. BALUD Subdivision/Village Barangay ARTECHE EASTERN SAMAR City/Municipality Province
7. HEIGHT (m)	1.8	ZIP CODE	6822
8. WEIGHT (kg)	78		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	PUROK 1 NAUBAY STREET House/Block/Lot No. Street PUROK 1 Brgy. BALUD Subdivision/Village Barangay ARTECHE EASTERN SAMAR City/Municipality Province
10. GSIS ID NO.	None	ZIP CODE	6822
11. PAG-IBIG ID NO.	121283227582		
12. PHILHEALTH NO.	132500019879	19. TELEPHONE NO.	None
13. SSS NO.	35-0550061-7	20. MOBILE NO.	09532204248
14. TIN NO.	226527915000	21. E-MAIL ADDRESS (if any)	Jaynardporton880@gmail.com
15. AGENCY EMPLOYEE NO.	None		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		Jayda Shen G. Porton	10/2/2022
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Porton			
FIRST NAME	LEONARDO JR.	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Catuday			
25. MOTHER'S MAIDEN NAME				
SURNAME	Flores			
FIRST NAME	Ma. Elvira			
MIDDLE NAME	Pinangay		(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	Arteche Natuonal Elementary School					2011	None
SECONDARY	Arteche National High School					2015	None
VOCATIONAL /	None						
COLLEGE	Leyte College	BS-CRIMINOLOGY				2019	None
GRADUATE STUDIES	Criminology Graduate						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 26, 2023
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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	LICENSE (if applicable)	
				NUMBER	Date of Validity
	Registered Criminologist	75.0	12/14/2021	Tacloban City	0214410 04/20/2025
	Non-Professional Driver License	82.0	5/12/2018	Tacloban City	H02-18-003329 04/20/2033

## 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)*

<b>SIGNATURE</b>		<b>DATE</b>	05/26/2023
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[illegible]


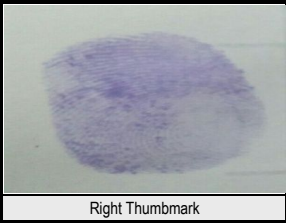
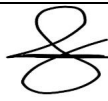

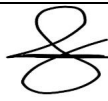

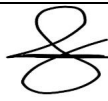

## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

## VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	05/26/2023
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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)?	If YES, give details: _____ <div style="text-align: right;">None</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	If YES, give details: _____ <div style="text-align: right;">None</div> If YES, give details: Date Filed: _____ <div style="text-align: right;">None</div> Status of Case/s: _____ <div style="text-align: right;">None</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: _____ <div style="text-align: right;">None</div>												
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?	If YES, give details: _____ <div style="text-align: right;">None</div>												
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?	If YES, give details: _____ <div style="text-align: right;">None</div>  If YES, give details: _____ <div style="text-align: right;">None</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____ <div style="text-align: right;">None</div>												
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?	If YES, please specify: _____ <div style="text-align: right;">None</div>  If YES, please specify ID No: _____ <div style="text-align: right;">None</div>  If YES, please specify ID No: _____ <div style="text-align: right;">None</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> <tr> <td style="text-align: center;">None</td> <td style="text-align: center;">None</td> <td style="text-align: center;">None</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	NAME	ADDRESS	TEL. NO.	None	None	None							<div style="text-align: center;">             PHOTO         </div> <div style="text-align: center; margin-top: 20px;">             Right Thumbmark         </div>
NAME	ADDRESS	TEL. NO.											
None	None	None											
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.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">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 style="width: 50%;">Government Issued ID:</td> <td>PRC LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0214410</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>02/21/2022</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:	PRC LICENSE	ID/License/Passport No.:	0214410	Date/Place of Issuance:	02/21/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">             Signature (Sign inside the box)         </td> <td style="width: 50%; text-align: center;">             Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box)	 Date Accomplished		
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 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.													
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