

# 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                       | CACEREZ                     |  |  |
| FIRST NAME                       | JAY MARK                    | NAME EXTENSION (JR., SR)                                       |  |
| MIDDLE NAME                      | ALGODON                     |  |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 6/2/1996                    | 16. CITIZENSHIP  | Pls. indicate country:   |
| 4. PLACE OF BIRTH                | CAUSWAGAN, MACARTHUR, LEYTE | If holder of dual citizenship,<br>please indicate the details. |  |
| 5. SEX                           | MALE                        |  |  |
| 6. CIVIL STATUS                  | SINGLE                      | 17. RESIDENTIAL ADDRESS  | <div>House/Block/Lot No. Street</div> <div>PALALE 2</div> <div>Subdivision/Village Barangay</div> <div>MACARTHUR LEYTE</div> <div>City/Municipality Province</div> |
| 7. HEIGHT (m)                    | 1.67                        | ZIP CODE   |  |
| 8. WEIGHT (kg)                   | 75                          |  |  |
| 9. BLOOD TYPE                    | A+                          | 18. PERMANENT ADDRESS  | <div>House/Block/Lot No. Street</div> <div>PALALE 2</div> <div>Subdivision/Village Barangay</div> <div>MACARTHUR LEYTE</div> <div>City/Municipality Province</div> |
| 10. GSIS ID NO.                  | N/A                         | ZIP CODE   |  |
| 11. PAG-IBIG ID NO.              | N/A                         |  |  |
| 12. PHILHEALTH NO.               | 13-025496533-3              |  | 6509   |
| 13. SSS NO.                      | 06-4080060-2                | 19. TELEPHONE NO.  | N/A  |
| 14. TIN NO.                      | 712-831-225                 | 20. MOBILE NO.   | 09508969781  |
| 15. AGENCY EMPLOYEE NO.          | N/A                         | 21. E-MAIL ADDRESS (if any)                                    | cacerezjaymark@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   | N/A                        |
| MIDDLE NAME              | N/A       |                          | N/A   | N/A                        |
| OCCUPATION               | N/A       |                          | N/A   | N/A                        |
| EMPLOYER/BUSINESS NAME   | N/A       |                          |   |                            |
| BUSINESS ADDRESS         | N/A       |                          |   |                            |
| TELEPHONE NO.            | N/A       |                          |   |                            |
| 24. FATHER'S SURNAME     | CACEREZ   |                          |   |                            |
| FIRST NAME               | FELIX     | JR.                      |   |                            |
| MIDDLE NAME              | TIOZON    |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |                          |   |                            |
| SURNAME                  | ALGODON   |                          |   |                            |
| FIRST NAME               | HERMILINA |                          |   |                            |
| MIDDLE NAME              | ULBATA    |                          |   |                            |

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL                    | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |            | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>RECEIVED |
|------------------------------|-----------------------------------|--|----------------------|------------|--|-------------------|--|
|                              |                                   |  | From                 | To         |  |                   |  |
| ELEMENTARY                   | PALALE ELEMENTARY SCHOOL          | Primary  | 06/2002              | 03/2008    | N/A  | 2008              | N/A  |
| SECONDARY                    | JAVIER NATIONAL HIGH SCHOOL       | Secondary  | 06/2008              | 04/2012    | N/A  | 2012              | N/A  |
| VOCATIONAL /<br>TRADE COURSE | N/A                               | N/A  | N/A                  | N/A        | N/A  | N/A               | N/A  |
| COLLEGE                      | Visayas State University          | BACHELOR IN ANIMAL SCIENCE                       | 08/06/2012           | 15/06/2017 | N/A  | 2017              | N/A  |
| GRADUATE STUDIES             | Visayas State University          | MASTER IN ANIMAL SCIENCE                         | 2/15/2022            | 1/11/2024  | 31   | N/A               | N/A  |

(Continue on separate sheet if necessary)

|                  |   |             |                  |
|------------------|---|-------------|------------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | January 11, 2024 |
|------------------|---|-------------|------------------|

#### 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)

**SIGNATURE**

**DATE**

1/11/2024

## 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&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

[illegible]

*(Continue on separate sheet if necessary)*

|  |   |      |           |
|--|---|------|-----------|
| (Signature or separate sheet if necessary) |   |      |           |
| SIGNATURE                                  |  | DATE | 1/11/2024 |

|  |   |   |
|--|---|---|
| 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.<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | If YES, give details:<br>_____  |   |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | If YES, give details:<br>_____<br><br>If YES, give details:<br>Date Filed: _____<br>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?   | If YES, give details:<br>_____  |   |
| 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:<br><u>Resignation, due to personal issues</u>   |   |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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: _____<br><br>If YES, give details: _____  |   |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?   | If YES, give details (country):<br>_____  |   |
| 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:<br>a. Are you a member of any indigenous group?<br><br>b. Are you a person with disability?<br><br>c. Are you a solo parent?  | If YES, please specify: _____<br><br>If YES, please specify ID No: _____<br><br>If YES, please specify ID No: _____   |   |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)  |   |   |
| NAME   | ADDRESS   | TEL. NO.  |
| Warren S. Hing   | Asturias, Cebu  | 9989998090  |
| Julius Caesar S. Morandante  | Davao, City   | 9177399847  |
|  |   |   |
| 42.  |   |   |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br><b>PLEASE INDICATE ID Number and Date of Issuance</b><br>Government Issued ID:<br>ID/License/Passport No.:<br>Date/Place of Issuance:  | <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">             Signature (Sign inside the box)           </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">             Date Accomplished           </div> | <div style="border: 1px solid black; padding: 10px; text-align: center;">             ID picture taken within the last 6 months<br/>             4.5 cm. X 3.5 cm<br/>             (passport size)<br/><br/>             Computer generated or photocopied picture is not acceptable           </div> <p style="text-align: center; margin-top: 10px;">PHOTO</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Right Thumbmark</p> |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  |   |   |
| <div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 5px;">             Person Administering Oath           </div>  |   |   |