

**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	ACOL		
FIRST NAME	IVY GRACE		NAME EXTENSION (JR., SR)
MIDDLE NAME	ACEBO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/26/1999	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	CARIGARA, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	STO. NIÑO EXTENSION STREET
7. HEIGHT (m)	1.60M		House/Block/Lot No. Street
8. WEIGHT (kg)	55KG	ZIP CODE	BRGY. 6
9. BLOOD TYPE	O		Subdivision/Village
10. GSIS ID NO.	N/A		TACLOBAN, CITY
11. PAG-IBIG ID NO.	121254065826		City/Municipality
12. PHILHEALTH NO.	1302-5537-9888	ZIP CODE	Province
13. SSS NO.	06-257155		6500
14. TIN NO.	752-022-636	18. PERMANENT ADDRESS	
15. AGENCY EMPLOYEE NO.	N/A		House/Block/Lot No. Street
			AMAHIT
			Subdivision/Village
			BARUGO
			City/Municipality
			Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09197698356
		21. E-MAIL ADDRESS (if any)	graceivy26@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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ACOL			
FIRST NAME	BONIFACIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DEYMOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	ACEBO			
FIRST NAME	ELISEA			
MIDDLE NAME	BERJA			

(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	AMAHIT ELEMENTARY SCHOOL	BASIC EDUCATION IN ELEMENTARY	2006	2011	GRADUATE	2011	N/A
SECONDARY	GREGORIO C. CATENZA NATIONAL HIGH SCHOOL	BASIC EDUCATION IN SECONDARY	2011	2015	GRADUATE	2015	SERVICE AWARDEE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY TACLOBAN CITY	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2015	2019	GRADUATE	2019	N/A
GRADUATE STUDIES	LEYTE COLLEGES	UNITS EARNED IN PROFESSIONAL EDUCATION	2021	2022	21 UNITS	2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/14/2023
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#### 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	
[Signature]		07/14/2023	



(Continue on separate sheet if necessary)

[illegible]


(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	SERVICE AWARDEE	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS
COMMUNICATION SKILLS	TOP 1 CASHIER IN ACE REWARDS CARD SALE	
LITERARY WRITING	TOP 1 CASHIER IN CLEARANCE AND AGINGS ITEMS SALE	
POEM WRITING		
CRAFTING CREATIVE HANDICRAFTS		

(Compose on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARY LOU D. MANANIS</td> <td>PALO, LEYTE</td> <td>9358893240</td> </tr> <tr> <td>ROSALIE D. CALUMAG</td> <td>TACLOBAN, CITY</td> <td>9109957133</td> </tr> <tr> <td>FE G. ARINTO</td> <td>TUNGA, LEYTE</td> <td>9202341104</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARY LOU D. MANANIS	PALO, LEYTE	9358893240	ROSALIE D. CALUMAG	TACLOBAN, CITY	9109957133	FE G. ARINTO	TUNGA, LEYTE	9202341104
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<p>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.</p>													
<p>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government issued ID: <b>PRC ID</b></p> <p>ID/License/Passport No.: <b>2056165</b></p> <p>Date/Place of Issuance: <b>JUNE 15, 2023 / TACLOBAN</b></p>	<p></p> <p>Signature (Sign inside the box)</p> <p><b>09/14/2023</b></p> <p>Date Accomplished</p>												
<p>SUBSCRIBED AND SWORN to before me this _____</p> <p style="text-align: center;"><b>ATTY. EDWIN Y. CHUA</b></p> <p style="text-align: center;">Notary Public</p> <p style="text-align: center;">Until Dec. 31, 2024</p> <p style="text-align: center;">Appointment No. NC-2023-01-75</p> <p style="text-align: center;">PTR No. 1440307</p> <p style="text-align: center;">Person Administering Oath</p>													



PHOTO



Right Thumbmark