

## 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	ZARCO		
FIRST NAME	JELLY		JR.
MIDDLE NAME	CAMPOS		
3. DATE OF BIRTH (mm/dd/yyyy)	07/05/1999	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	BUTUAN CITY, AGUSAN DEL NORTE	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	218 R.V. FULACHE STREET House/block/lot no. Street CENTRAL Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
7. HEIGHT (in)	152	ZIP CODE	6524
8. WEIGHT (kg)	48		
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	218 R.V. FULACHE STREET House/block/lot no. Street CENTRAL Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6524
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	18-250042606-4		
13. SSS NO.	N/A	19. TELEPHONE NO.	0535679373
14. TIN NO.	N/A	20. MOBILE NO.	09483933312
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jelly.zarco@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	ZARCO			
FIRST NAME	NATHANIEL			
MIDDLE NAME	TANTUAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAMPOS			
FIRST NAME	BERNIESITA			
MIDDLE NAME	ESCALANTE			

(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	BUTUAN CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	N/A
SECONDARY	AMA COMPUTER LEARNING CENTER	SECONDARY EDUCATION	2015	2018	GRADUATED	2018	HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CARAGA STATE UNIVERSITY	BACHELOR OF SCIENCE IN APPLIED MATHEMATICS	2018	2022	GRADUATED	2022	CUMLAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 7, 2023
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[illegible]

(Continue on separate sheet if necessary)

(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)



**March 7, 2023**



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VI. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1.	2017-2018
2.	2018-2019
3.	2019-2020
4.	2020-2021
5.	2021-2022
6.	2022-2023
7.	2023-2024
8.	2024-2025
9.	2025-2026
10.	2026-2027
11.	2027-2028
12.	2028-2029
13.	2029-2030
14.	2030-2031
15.	2031-2032
16.	2032-2033
17.	2033-2034
18.	2034-2035
19.	2035-2036
20.	2036-2037
21.	2037-2038
22.	2038-2039
23.	2039-2040
24.	2040-2041
25.	2041-2042
26.	2042-2043
27.	2043-2044
28.	2044-2045
29.	2045-2046
30.	2046-2047
31.	2047-2048
32.	2048-2049
33.	2049-2050
34.	2050-2051
35.	2051-2052
36.	2052-2053
37.	2053-2054
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45.	2061-2062
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77.	2093-2094
78.	2094-2095
79.	2095-2096
80.	2096-2097
81.	2097-2098
82.	2098-2099
83.	2099-2100
84.	2100-2101
85.	2101-2102
86.	2102-2103
87.	2103-2104
88.	2104-2105
89.	2105-2106
90.	2106-2107
91.	2107-2108
92.	2108-2109
93.	2109-2110
94.	2110-2111
95.	2111-2112
96.	2112-2113
97.	2113-2114
98.	2114-2115
99.	2115-2116
100.	2116-2117
101.	2117-2118
102.	2118-2119
103.	2119-2120
104.	2120-2121
105.	2121-2122
106.	2122-2123
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120.	2136-2137
121.	2137-2138
122.	2138-2139
123.	2139-2140
124.	2140-2141
125.	2141-2142
126.	2142-2143
127.	2143-2144
128.	2144-2145
129.	2145-2146
130.	2146-2147
131.	2147-2148
132.	2148-2149
133.	2149-2150
134.	2150-2151

[illegible]

(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)
COMPUTER LITERATE	N/A	N/A
GRAPHIC DESIGNS		
WATCHING MOVIES		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
		March 07, 2023	

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)?

☐ 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: \_\_\_\_\_

FINISHED CONTRACT

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.
DR. ESAMEL M. PALUGA	CARAGA STATE UNIVERSITY	N/A
DR. RUTH U. RETULLA	HILONGOS SOUTH DISTRICT	N/A
GREGORIO M. BALUGO JR.	HINDANG NATIONAL HIGH SCHOOL	9331571779

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.



JELLY ZARCO

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

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PHIL HEALTH

ID/License/Passport No.: 18-250042606-4

Date/Place of Issuance: DECEMBER 12, 2022 BUTUAN CITY

Signature (Sign inside the box)

March 07, 2023

Date Accomplished

Right Thumbmark

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

ALVIN F. TANTUAN

Person Administering Oath