

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. CSC ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CAÑETE		
FIRST NAME	ILAINE		N/A
MIDDLE NAME	NAYRE		
3. DATE OF BIRTH (mm/dd/yyyy)	0/25/1988	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	BAYBAY CITY, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 6 House/Block/Lot No. Street Subdivision/Village COGON Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	153	ZIP CODE	6521
8. WEIGHT (kg)	76	18. PERMANENT ADDRESS	ZONE 6 House/Block/Lot No. Street Subdivision/Village COGON Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	12-1308359599	20. MOBILE NO.	09946268854
12. PHILHEALTH NO.	13-202788197-5	21. E-MAIL ADDRESS (if any)	ilainecañete25@gmail.com
13. SSS NO.	06-2857671-2		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

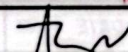
22. SPOUSE'S SURNAME	CAÑETE	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NELSON JR.	FRANZ ZERIL NAYRE	5/29/2006
MIDDLE NAME	FACTORAN	KERREN LIZ CAÑETE	7/14/2014
OCCUPATION	RELEASING OFFICER/COLLECTOR	FHEB XYREIN CAÑETE	2/12/2021
EMPLOYER/BUSINESS NAME	LEYTE INTEGRATED PORT SERVICES INC.		
BUSINESS ADDRESS	ZONE 11 POBLACION BAYBAY CITY, LEYTE		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	NAYRE		
FIRST NAME	ISAIAS		
MIDDLE NAME	LIMBAGA		
25. MOTHER'S MAIDEN NAME			
SURNAME	IBÁÑEZ		
FIRST NAME	EVELINA		
MIDDLE NAME	MACABENTA		

(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	6/7/1995	3/31/2001	GRADUATED	2001	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	6/7/2001	3/31/2006	GRADUATED	2006	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION	06/13/2010	04/25/2014	GRADUATED	2022	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 25, 2025
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LICENSE (if applicable)

NUMBER	Date Val
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N/A

NUMBER	Date
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N/A

LICENSE (if applicable)	
NUMBER	Date Valid
N/A	

4-1-2008	4-1-2008
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N/A	
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N/A

N/A

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(Continue on separate sheet if necessary)

[illegible]

Effect of diuresis on the renal excretion of

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full Do not abbreviate)	MONTHLY SALARY	SALARY JOB PAY GRADE (if applicable) STEP (From to, pay INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y / N)
From	To						
8/1/2025	PRESENT	ADMINISTRATIVE SUPPORT STAFF	PALHI ELEMENTARY SCHOOL	9570.00	N/A	CONTRACT OF SERVICE	Y
7/1/2024	7/30/2025	ADMINISTRATIVE SUPPORT STAFF	CANDADAM ELEMENTARY SCHOOL	9570.00	N/A	CONTRACT OF SERVICE	Y
10/28/2022	3/24/2023	CUSTOMER SERVICE REPRESENTATIVE	VIRTUAL STAFFING SOLUTIONS	18000.00	N/A	CONTRACT OF SERVICE	N
11/22/2021	10/2/2023	PRIVATE TUTOR	HOME BASED	2500.00	N/A	PART-TIME	N
2/15/2015	3/23/2016	SALES CLERK/SALES ATTENDANT	LRAS AUTOMOTIVE SUPPLY	6000.00	N/A	CONTRACT OF SERVICE	N
4/18/2008	1/7/2009	SERVICE CREW	COASTAL VIEW FOODS INC.	4200.00	N/A	CONTRACT OF SERVICE	N

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November 25, 2025

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

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VIII. OTHER INFORMATION

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CS FORM 212 (Revised 2017), Page 3 of 4

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: _____

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 (applicant))

NAME	ADDRESS	TEL. NO.
JANET G. RODRIGUEZ	Poblacion Baybay City, Leyte	9677005358
Dr. AVELINA OCLINARIA	R. Magsaysay St. Baybay City, Leyte	9202757626
MELBA O. PONCE	Bagy Bitanuan Baybay City, Leyte	9075370078

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.



ILANNE N. CANETE
PHOTO



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	National ID
ID/License/Passport No.:	5637 9327 0589 5017
Date/Place of Issuance:	Baybay City, Leyte

Signature (Sign inside the box)
November 25, 2025
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

27 NOV 2025

at/agent exhibiting his/her validly issued government ID as indicated above.

Doc. No.: 1503
Page No.: 15
Book No.: 15
Series of 20 15

ATTY. MICHEL JUNE S. CABLAN
PUBLIC ATTORNEY
PUNSUANT TO R.A. 94

Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 1, 2025– present
- Position: Administrative Support Staff
- Name of Office/Unit: Palhi Elementary School
- Immediate Supervisor: Racquel M. Torres
- Name of Agency/Organization and Location: DepEd, Baybay City Division
 - List of Accomplishments and Contributions (if any)
 - Submitted MOOE liquidation before the deadline.
 - Assisted school head and teachers in terms of reports and submission.
 - Updated Financial Reports
 - Summary of Actual Duties
 - Responsible in performing administrative task, keeping learner's records, MOOE liquidation, responds to queries, preparation of minutes of meetings, and performs other related functions.
- Duration: July 1, 2024-July 30, 2025
- Position: Administrative Support Staff
- Name of Office/Unit: Candadam Elementary School
- Immediate Supervisor: Leah M. Baldos
- Name of Agency/Organization and Location: DepEd, Baybay City Division
 - List of Accomplishments and Contributions (if any)
 - Submitted MOOE liquidation before the deadline.
 - Assisted school head and teachers in terms of reports and submission.
 - Updated Financial Reports
 - Summary of Actual Duties
 - Responsible in performing administrative task, keeping learner's records, MOOE liquidation, responds to queries, preparation of minutes of meetings, and performs other related functions.
- Duration: February 15, 2015-March 23, 2016
- Position: Secretary (Cashier, Inventory Clerks & Sales Clerk)
- Name of Office/Unit: LRAS AUTOMOTIVE SUPPLY
- Immediate Supervisor: Babie Grace Gonzales
- Name of Agency/Organization and Location: Tres Martires St. Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Daily High Sales
 - Updated Financial and Inventory Reports
 - No Violations in BIR in terms of sales reports
- Summary of Actual Duties
 - Responsible in performing / handling cash, expenses and sales. Entertain customer's order, queries and concern thru phones or face to face. Perform daily inventory and other related functions.

TELAINE N. ORNETE
(Signature over Printed Name
of Employee/Applicant)

Date: November 25, 2021