

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	Moreno		
FIRST NAME	Jan Luziel	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Desabille		
3. DATE OF BIRTH (mm/dd/yyyy)	04/14/2001	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	Zone 1
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	40		Subdivision/Village Barangay
9. BLOOD TYPE	A+		Baybay City Leyte
10. GSIS ID NO.			City/Municipality Province
11. PAG-IBIG ID NO.		18. PERMANENT ADDRESS	Zone 1
12. PHILHEALTH NO.	13-250364551-7	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	06-4741910-6		Subdivision/Village Barangay
14. TIN NO.	641-616-010		Baybay City Leyte
15. AGENCY EMPLOYEE NO.			City/Municipality Province
19. TELEPHONE NO.		20. MOBILE NO.	09165115045
21. E-MAIL ADDRESS (if any)	janluzielmoreno0000@gmail.com		


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)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	Moreno		
FIRST NAME	Juan Noel	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Parrilla		
25. MOTHER'S MAIDEN NAME			
SURNAME	Desabille		
FIRST NAME	Ana Luz		
MIDDLE NAME	Balaoro		(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	Caridad Elementary School	Basic Elementary Education	2007	2013		2013	Salutatorian
SECONDARY	Western Leyte College	Accountancy Business and Management	Aug-17	Apr-19		2019	With Honors
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	Bachelor of Science in Economics	Aug-19	Aug-23		2023	Cum Laude
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 10, 2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>Jonathan</i>	DATE	February 10, 2024
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[illegible]

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

[illegible]


VIII. OTHER INFORMATION



31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Reading and Writing				
	Data Entry				
	Communication				
	Meticulous Attention to Details				
	Organizational Skills				

SIGNATURE	<i>Jonathan</i>	DATE	February 10, 2024
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February 10, 2024

<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>			 <p><i>Jan Luziel D. Moreno</i> JAN LUZIEL D. MORENO</p>
NAME	ADDRESS	TEL. NO.	
Staey Mejares	Brgy. Subangdaku, Mandaue City	9983432940	
Ian Dave Custodio	Ormoc City	9179565029	
<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.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: Philippine Identification Card</p> <p>ID/License/Passport No.: 2763-9082-5841-7306</p> <p>Date/Place of Issuance: September 17, 2021 - Baybay City</p>	 <p>Signature (Sign inside the box)</p> <p>February 10, 2024</p> <p>Date Accomplished</p>	 <p>Right Thumbmark</p>
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center;">Person Administering Oath</p>

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: December 16, 2023 – February 9, 2024
- Position: Enumerator
- Name of Office/Unit: Research and Knowledge Management Team
- Immediate Supervisor: Daryl Talandron
- Name of Agency/Organization and Location: RAFI – Microfinance Inc. – Cebu City
- List of Accomplishments and Contributions
 - Helped design the research questionnaire
- Summary of Actual Duties
 - The main role involved collecting data through phone interviews. Communicated clearly with respondents, asked questions according to predefined scripts, and recorded responses accurately. Ensuring data quality and respecting respondents' confidentiality are priorities, and also collaborated with supervisors and team members to follow protocols and address any issues.


JAN LUZIEL D. MORENO

(Signature over Printed Name
of Employee/Applicant)

Date: February 10, 2024