

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	SARCO			
FIRST NAME	SHIELA MAE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TORRENTE			
3. DATE OF BIRTH (mm/dd/yyyy)	07/12/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	MAASIN CITY, SOUTHERN LEYTE		<input 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"/> Other/s:	17. RESIDENTIAL ADDRESS	<div>N/A</div> <div>House/Block/Lot No.</div> <div>N/A</div> <div>Subdivision/Village</div> <div>BATO</div> <div>City/Municipality</div> <div>N/A</div> <div>Street</div> <div>TABUNOK</div> <div>Barangay</div> <div>LEYTE</div> <div>Province</div>	
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	<div>N/A</div> <div>House/Block/Lot No.</div> <div>N/A</div> <div>Subdivision/Village</div> <div>BATO</div> <div>City/Municipality</div> <div>6525</div> <div>Street</div> <div>TABUNOK</div> <div>Barangay</div> <div>LEYTE</div> <div>Province</div>	
8. WEIGHT (kg)	63		19. TELEPHONE NO.	N/A
9. BLOOD TYPE	B+		20. MOBILE NO.	0965-892-6408
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	shiela.sarco@vsu.edu.ph	
11. PAG-IBIG ID NO.	N/A			
12. PHILHEALTH NO.	13-202526458-8			
13. SSS NO.	06-4685146-4			
14. TIN NO.	627-104-415-00000			
15. AGENCY EMPLOYEE NO.	N/A			

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)	JERSHIEL MAE S. RIEL	07/10/2021
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SARCO			
FIRST NAME	JOSE CRISALDE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	IBASITAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORRENTE			
FIRST NAME	VICENTA			
MIDDLE NAME	ORTIZ		(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	TABUNOK ELEMENTARY SCHOOL	N/A	2004	2010	N/A	2010	VALEDICTORIAN
SECONDARY	BATO SCHOOL OF FISHERIES	N/A	2010	2014	N/A	2014	WITH HONOR
VOCATIONAL / TRADE COURSE	VISAYAS STATE UNIVERSITY	CERTIFICATE OF AGRICULTURAL SCIENCE	2014	2017	N/A	2017	ATI-RTC 8 SCHOLAR/WITH HONORS
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN AGRONOMY	2014	2019	N/A	2019	ATI-RTC 8 SCHOLAR
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRONOMY	2019	2022	N/A	2022	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 14, 2025
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#### ***IV. CIVIL SERVICE ELIGIBILITY***

[illegible]

*(Continue on separate sheet if necessary)*

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	January 14, 2025
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DATE

January 14, 2025

[illegible]


(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)
Microsoft Office Skills (Word, Excel, Powerpoint)	N/A	N/A
Video recording and editing		
Sports (Chess, Frisbee, Volleyball)		
Singing and Dancing		
Art (Sketch/Paint)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 14, 2025
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resigned as GTA after being accepted as DOST-ASTHRDP scholar</u>
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? b. Are you a person with disability? c. Are you a solo parent?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)		
NAME		ADDRESS
MARIA HELEN P. SECO		Brgy. Pangasugan, Baybay City, Leyte
JUNALYN F. PALCO		VSU Campus, Baybay City, Leyte
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.		
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date</div> <div>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 0040828</div> <div>Date/Place of Issuance: 04/24/2023- PRC Ormoc</div>		<div></div> <div>Signature (Sign inside the box)</div> <div>January 14, 2025</div> <div>Date Accomplished</div>
		<div></div> <div>SHIELA MAE T. SARCO</div> <div>PHOTO</div>
		<div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>Person Administering Oath</div>		