

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	CASING		
FIRST NAME	EMELIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DELA CERNA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/23/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	SANTA MARIA, BULACAN	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"/> Other/s:	17. RESIDENTIAL ADDRESS	LAUAN STREET House/Block/Lot No. Street Subdivision/Village PUNTA Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.7018	ZIP CODE	
8. WEIGHT (kg)	57	18. PERMANENT ADDRESS	PUROK 4 SITIO PARIL House/Block/Lot No. Street Subdivision/Village TONGONAN Barangay ORMOC CITY LEYTE City/Municipality Province
9. BLOOD TYPE	UNKNOWN	ZIP CODE	6541
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	12-128203448-4	20. MOBILE NO.	09654069983
12. PHILHEALTH NO.	03-026065090-0	21. E-MAIL ADDRESS (if any)	emeliecasing7@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	CASING			
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) JR		
MIDDLE NAME	CARVAJAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	DELA CERNA			
FIRST NAME	LOLITA			
MIDDLE NAME	PEPE			

(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	TONGONAN ELEMENTARY SCHOOL	ELEMENTARY	2005	2011	N/A	2011	4th Honorable
SECONDARY	PEDRO G. BANEZ NATIONAL HIGH SCHOOL	HIGH SCHOOL	2011	2015	N/A	2015	2nd Honorable
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2017	2021	N/A	2021	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/09/2023
-----------	---	------	------------

[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	02/09/2023
-----------	---	------	------------

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Officiating officials in 2022 ARNIS ANYO AND TEAM DEMO COMPETITION	10/15/2022	10/16/2022	16.0	MANAGERIAL	ORMOC ROBINSON MALL ,ORMOC CITY
	Officiating officials in 2021 ARNIS ANYO COMPETITION	10/09/2021	10/10/2021	16.0	MANAGERIAL	ORMOC CITY SPORTS COMPLEX, ORMOC CITY
	Officiating officials in 2020 ARNIS ANYO COMPETITION Theme: "Get Ormoc More Active (GOMA) 2020"	11/22/2020	11/22/2020	8.0	MANAGERIAL	ORMOC CITY SPORTS COMPLEX, ORMOC CITY


(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)
	ARNIS		OUTSTANDING STUDENT-ATHLETE OF THE YEAR 2021 (EASTERN VISAYAS STATE UNIVERSITY)		Arnīs De Caballes (ADC)- Ormoc City Chapter
	COMPUTER LITERATE		State Colleges and Universities Athletic Association meet 2017,2018,2019 GOLD MEDALIST		Sangguniang Kabataan member - Tongonan, Ormoc City
			PALARONG PAMBANSA 2015 BRONZE MEDALIST in Bantam weight category held in Tagum City, Davao		
			ATHLETE OF THE YEAR 2015 (PEDRO G. BANEZ NATIONAL HIGHSCHOOL)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/09/2023
-----------	---	------	------------

<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Finished Contract _____</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>KENNEDY POLBO</td> <td>TABANGO LEYTE</td> <td>09632980063</td> </tr> <tr> <td>RYAN HERMOSO</td> <td>TONGONAN ORMOC CITY</td> <td>09364149035</td> </tr> <tr> <td>PRUDENCE JOHN MERCADO</td> <td>LUNA, ORMOC CITY</td> <td>09104693908</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	KENNEDY POLBO	TABANGO LEYTE	09632980063	RYAN HERMOSO	TONGONAN ORMOC CITY	09364149035	PRUDENCE JOHN MERCADO	LUNA, ORMOC CITY	09104693908
NAME	ADDRESS	TEL. NO.											
KENNEDY POLBO	TABANGO LEYTE	09632980063											
RYAN HERMOSO	TONGONAN ORMOC CITY	09364149035											
PRUDENCE JOHN MERCADO	LUNA, ORMOC CITY	09104693908											
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PASSPORT ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P8510030B</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>12/19/2021</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PASSPORT ID	ID/License/Passport No.:	P8510030B	Date/Place of Issuance:	12/19/2021	<div style="text-align: center;"> <p>Type text here</p>  <p>Signature (Sign inside the box)</p> <p>02/09/2023</p> <p>Date Accomplished</p> </div>		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID:	PASSPORT ID												
ID/License/Passport No.:	P8510030B												
Date/Place of Issuance:	12/19/2021												
<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: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													