

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. GS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Suralta		
FIRST NAME	Roy	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Lutiva		
3. DATE OF BIRTH (mm/dd/yyyy)	7/20/1993	16. CITIZENSHIP	
4. PLACE OF BIRTH	Plaridel, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	<div>322 Del Corro Street</div> <div>House/Block/Lot No. Street</div> <div>Plaridel</div> <div>Subdivision/Village Barangay</div> <div>Baybay City Leyte</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	62		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	<div>322 Del Corro Street</div> <div>House/Block/Lot No. Street</div> <div>Plaridel</div> <div>Subdivision/Village Barangay</div> <div>Baybay City Leyte</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09101027188
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	roy.suralta1993@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)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			

EMPLOYER/BUSINESS NAME	N/A						
BUSINESS ADDRESS	N/A						
TELEPHONE NO.	N/A						
24. FATHER'S SURNAME	Suralta						
FIRST NAME	Romeo	NAME EXTENSION (JR., SR)					
MIDDLE NAME	Dignaran						
25. MOTHER'S MAIDEN NAME	Thelma Dacera Lutiva						
SURNAME	Suralta						
FIRST NAME	Thelma						
MIDDLE NAME	Lutiva		(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	Plaridel Central School	Primary	6/4/2000	3/28/2006	Graduated	2006	
SECONDARY	Plaridel National High School	High School	6/4/2006	3/27/2010	Graduated	2010	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Secondary Education	6/4/2010	6/14/2019	Graduated	2019	
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE				

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Licensure Examination for Teachers	83.8	9/29/2019	Tacloban City, Leyte	1802291	7/20/2022

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

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 (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

[illegible]

<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE				DATE			

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		
	N/A	N/A	N/A	N/A	N/A

(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			
	Enhancement of Computer Basic Operation Skills Training	1/18/2020	1/29/2020	80 hours		Northern Leyte College, Inc

(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)
Complex computer literacy	N/A	N/A
Playing Chess		

<i>(Continue on separate sheet if necessary)</i>		
SIGNATURE		DATE

<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>If YES, give details: _____</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>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>If YES, please specify: _____</p> <p>If YES, please specify ID 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; margin-top: 5px;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Ms. Bierna Maris L. Precilda, RN</td> <td>Brgy. Guadalupe, Inopacan, Leyte</td> <td>9500402331</td> </tr> <tr> <td>Ms. Jeanne Lyn D. Cano, LPT</td> <td>Brgy. Kilim, Baybay City, Leyte</td> <td>9358901115</td> </tr> <tr> <td>Dr. Ma. Rachel Kim L. Aure</td> <td>College of Education, Visayas State University, Baybay City, Leyte</td> <td>9338209486</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ms. Bierna Maris L. Precilda, RN	Brgy. Guadalupe, Inopacan, Leyte	9500402331	Ms. Jeanne Lyn D. Cano, LPT	Brgy. Kilim, Baybay City, Leyte	9358901115	Dr. Ma. Rachel Kim L. Aure	College of Education, Visayas State University, Baybay City, Leyte	9338209486
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<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct</p>													
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> </div>	<p>PHOTO</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto;"></div>												

Government Issued ID: **PRC LICENSE**

ID/License/Passport No.: **1802291**

Date/Place of Issuance: **12/13/2019, PRC Ormoc City, Leyte**

Signature (Sign inside the box)

February 6, 2020

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

, affiant exhibiting his/her validly issued government ID as indicated above.

Roy L. Suralta

Person Administering Oath