

# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print Name, Full addresses below

ALL INFORMATION IS FOR OFFICIAL USE ONLY

1318 (Rev.)

Do Not Sign For CS/HR Use

1. SURNAME DE LA CRUZ		NAME EXTENSION (S)	
FIRST NAME MA. GEHEVIEVE		NAME EXTENSION (S)	
MIDDLE NAME MMACAYAN		NAME EXTENSION (S)	
2. DATE OF BIRTH (MM/DD/YYYY)	1/8/1998	4. COUNTRY	PHILIPINO
3. PLACE OF BIRTH	TACLOBAN CITY	5. SEX FEMALE	
6. CIVIL STATUS	SINGLE		
7. HEIGHT (M)	1.524	8. PERMANENT ADDRESS	11. TELEPHONE NO. 0925-548-1657
8. WEIGHT (KG)	54	9. CURRENT ADDRESS	12. TELEPHONE NO. N/A
9. BLOOD TYPE	A+	10. PERMANENT ADDRESS	13. TELEPHONE NO. 0925-548-1657
10. ZIP CODE	N/A	11. CURRENT ADDRESS	14. TELEPHONE NO. N/A
11. ZIP CODE	7600	12. CURRENT ADDRESS	15. TELEPHONE NO. N/A
12. ZIP CODE	7600	13. CURRENT ADDRESS	16. TELEPHONE NO. N/A
13. ZIP CODE	7600	14. CURRENT ADDRESS	17. TELEPHONE NO. N/A
14. ZIP CODE	7600	15. CURRENT ADDRESS	18. TELEPHONE NO. N/A
15. ZIP CODE	7600	16. CURRENT ADDRESS	19. TELEPHONE NO. N/A
16. ZIP CODE	7600	17. CURRENT ADDRESS	20. TELEPHONE NO. N/A
17. ZIP CODE	7600	18. CURRENT ADDRESS	21. TELEPHONE NO. N/A
18. ZIP CODE	7600	19. CURRENT ADDRESS	22. TELEPHONE NO. N/A
19. ZIP CODE	7600	20. CURRENT ADDRESS	23. TELEPHONE NO. N/A
20. ZIP CODE	7600	21. CURRENT ADDRESS	24. TELEPHONE NO. N/A
21. ZIP CODE	7600	22. CURRENT ADDRESS	25. TELEPHONE NO. N/A
22. ZIP CODE	7600	23. CURRENT ADDRESS	26. TELEPHONE NO. N/A
23. ZIP CODE	7600	24. CURRENT ADDRESS	27. TELEPHONE NO. N/A
24. ZIP CODE	7600	25. CURRENT ADDRESS	28. TELEPHONE NO. N/A
25. ZIP CODE	7600	26. CURRENT ADDRESS	29. TELEPHONE NO. N/A
26. ZIP CODE	7600	27. CURRENT ADDRESS	30. TELEPHONE NO. N/A
27. ZIP CODE	7600	28. CURRENT ADDRESS	31. TELEPHONE NO. N/A
28. ZIP CODE	7600	29. CURRENT ADDRESS	32. TELEPHONE NO. N/A
29. ZIP CODE	7600	30. CURRENT ADDRESS	33. TELEPHONE NO. N/A
30. ZIP CODE	7600	31. CURRENT ADDRESS	34. TELEPHONE NO. N/A
31. ZIP CODE	7600	32. CURRENT ADDRESS	35. TELEPHONE NO. N/A
32. ZIP CODE	7600	33. CURRENT ADDRESS	36. TELEPHONE NO. N/A
33. ZIP CODE	7600	34. CURRENT ADDRESS	37. TELEPHONE NO. N/A
34. ZIP CODE	7600	35. CURRENT ADDRESS	38. TELEPHONE NO. N/A
35. ZIP CODE	7600	36. CURRENT ADDRESS	39. TELEPHONE NO. N/A
36. ZIP CODE	7600	37. CURRENT ADDRESS	40. TELEPHONE NO. N/A
37. ZIP CODE	7600	38. CURRENT ADDRESS	41. TELEPHONE NO. N/A
38. ZIP CODE	7600	39. CURRENT ADDRESS	42. TELEPHONE NO. N/A
39. ZIP CODE	7600	40. CURRENT ADDRESS	43. TELEPHONE NO. N/A
40. ZIP CODE	7600	41. CURRENT ADDRESS	44. TELEPHONE NO. N/A
41. ZIP CODE	7600	42. CURRENT ADDRESS	45. TELEPHONE NO. N/A
42. ZIP CODE	7600	43. CURRENT ADDRESS	46. TELEPHONE NO. N/A
43. ZIP CODE	7600	44. CURRENT ADDRESS	47. TELEPHONE NO. N/A
44. ZIP CODE	7600	45. CURRENT ADDRESS	48. TELEPHONE NO. N/A
45. ZIP CODE	7600	46. CURRENT ADDRESS	49. TELEPHONE NO. N/A
46. ZIP CODE	7600	47. CURRENT ADDRESS	50. TELEPHONE NO. N/A
47. ZIP CODE	7600	48. CURRENT ADDRESS	51. TELEPHONE NO. N/A
48. ZIP CODE	7600	49. CURRENT ADDRESS	52. TELEPHONE NO. N/A
49. ZIP CODE	7600	50. CURRENT ADDRESS	53. TELEPHONE NO. N/A
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52. ZIP CODE	7600	53. CURRENT ADDRESS	56. TELEPHONE NO. N/A
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58. ZIP CODE	7600	59. CURRENT ADDRESS	62. TELEPHONE NO. N/A
59. ZIP CODE	7600	60. CURRENT ADDRESS	63. TELEPHONE NO. N/A
60. ZIP CODE	7600	61. CURRENT ADDRESS	64. TELEPHONE NO. N/A
61. ZIP CODE	7600	62. CURRENT ADDRESS	65. TELEPHONE NO. N/A
62. ZIP CODE	7600	63. CURRENT ADDRESS	66. TELEPHONE NO. N/A
63. ZIP CODE	7600	64. CURRENT ADDRESS	67. TELEPHONE NO. N/A
64. ZIP CODE	7600	65. CURRENT ADDRESS	68. TELEPHONE NO. N/A
65. ZIP CODE	7600	66. CURRENT ADDRESS	69. TELEPHONE NO. N/A
66. ZIP CODE	7600	67. CURRENT ADDRESS	70. TELEPHONE NO. N/A
67. ZIP CODE	7600	68. CURRENT ADDRESS	71. TELEPHONE NO. N/A
68. ZIP CODE	7600	69. CURRENT ADDRESS	72. TELEPHONE NO. N/A
69. ZIP CODE	7600	70. CURRENT ADDRESS	73. TELEPHONE NO. N/A
70. ZIP CODE	7600	71. CURRENT ADDRESS	74. TELEPHONE NO. N/A
71. ZIP CODE	7600	72. CURRENT ADDRESS	75. TELEPHONE NO. N/A
72. ZIP CODE	7600	73. CURRENT ADDRESS	76. TELEPHONE NO. N/A
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74. ZIP CODE	7600	75. CURRENT ADDRESS	78. TELEPHONE NO. N/A
75. ZIP CODE	7600	76. CURRENT ADDRESS	79. TELEPHONE NO. N/A
76. ZIP CODE	7600	77. CURRENT ADDRESS	80. TELEPHONE NO. N/A
77. ZIP CODE	7600	78. CURRENT ADDRESS	81. TELEPHONE NO. N/A
78. ZIP CODE	7600	79. CURRENT ADDRESS	82. TELEPHONE NO. N/A
79. ZIP CODE	7600	80. CURRENT ADDRESS	83. TELEPHONE NO. N/A
80. ZIP CODE	7600	81. CURRENT ADDRESS	84. TELEPHONE NO. N/A
81. ZIP CODE	7600	82. CURRENT ADDRESS	85. TELEPHONE NO. N/A
82. ZIP CODE	7600	83. CURRENT ADDRESS	86. TELEPHONE NO. N/A
83. ZIP CODE	7600	84. CURRENT ADDRESS	87. TELEPHONE NO. N/A
84. ZIP CODE	7600	85. CURRENT ADDRESS	88. TELEPHONE NO. N/A
85. ZIP CODE	7600	86. CURRENT ADDRESS	89. TELEPHONE NO. N/A
86. ZIP CODE	7600	87. CURRENT ADDRESS	90. TELEPHONE NO. N/A
87. ZIP CODE	7600	88. CURRENT ADDRESS	91. TELEPHONE NO. N/A
88. ZIP CODE	7600	89. CURRENT ADDRESS	92. TELEPHONE NO. N/A
89. ZIP CODE	7600	90. CURRENT ADDRESS	93. TELEPHONE NO. N/A
90. ZIP CODE	7600	91. CURRENT ADDRESS	94. TELEPHONE NO. N/A
91. ZIP CODE	7600	92. CURRENT ADDRESS	95. TELEPHONE NO. N/A
92. ZIP CODE	7600	93. CURRENT ADDRESS	96. TELEPHONE NO. N/A
93. ZIP CODE	7600	94. CURRENT ADDRESS	97. TELEPHONE NO. N/A
94. ZIP CODE	7600	95. CURRENT ADDRESS	98. TELEPHONE NO. N/A
95. ZIP CODE	7600	96. CURRENT ADDRESS	99. TELEPHONE NO. N/A
96. ZIP CODE	7600	97. CURRENT ADDRESS	100. TELEPHONE NO. N/A

21. EMPLOYER'S SURNAME		22. NAME WITH/IN (For last name and initials)		23. DATE OF BIRTH (MM/DD/YYYY)	
FIRST NAME		BRUN ETHEN DE LA CRUZ		05-12-2018	
MIDDLE NAME		GIA MERELLE D. TORRES		09-13-2020	
OCCUPATION		BRIELLE D. TORRES		09-22-2020	
EMPLOYER/ORGANIZATION NAME		N/A			
BUSINESS ADDRESS		N/A			
TELEPHONE NO.		N/A			
24. EMPLOYER'S SURNAME		25. NAME WITH/IN (For last name and initials)		26. DATE OF BIRTH (MM/DD/YYYY)	
FIRST NAME		RENATO			
MIDDLE NAME		ALBERCA			
27. EMPLOYER'S SURNAME		28. NAME WITH/IN (For last name and initials)		29. DATE OF BIRTH (MM/DD/YYYY)	
SURNAME		MMACAYAN			
FIRST NAME		JOGELYN			
MIDDLE NAME		MANGUETO			

30. LEVEL		31. NAME OF SCHOOL		32. DATE OF ATTENDANCE		33. YEAR GRADUATED		34. ACADEMIC ACHIEVEMENT (If any)	
ELEMENTARY		ATIPOLO ELEMENTARY SCHOOL				2010			
SCHOOLING		NAVAL NATIONAL HIGH SCHOOL				2014			
HIGHER SECONDARY / TRADE COURSE		N/A							
COLLEGE		NAVAL STATE UNIVERSITY		BACHELOR OF ARTS MAJOR IN ECONOMICS		2018		CHED STUPAP	
GRADUATE STUDIES		N/A							
SIGNATURE		DATE		1/24/2021					





32. 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)?

If YES, give details: \_\_\_\_\_

33. a. Have you ever been found guilty of any administrative offenses?  
 b. Have you been criminally charged before any court?

If YES, give details: \_\_\_\_\_  
 If YES, give details:  
 Date Filed: \_\_\_\_\_  
 Status of Cases: \_\_\_\_\_

34. Have you ever been convicted of any crime or violator of any law, decree, ordinance or regulation by any court or tribunal?

If YES, give details: \_\_\_\_\_

35. 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, fished contract or phased out (abolition) in the public or private sector?

If YES, give details: \_\_\_\_\_

36. 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 pre-emptively campaign for a national or local candidate?

If YES, give details: \_\_\_\_\_  
 If YES, give details: \_\_\_\_\_

37. Have you acquired the status of an immigrant or permanent resident of another country?

If YES, give details (country): \_\_\_\_\_

38. Pursuant to (a) Indigenous Peoples 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?

If YES, please specify: \_\_\_\_\_  
 If YES, please specify ID No.: \_\_\_\_\_  
 If YES, please specify ID No.: \_\_\_\_\_

39. ADDRESSES (Personal related by consanguinity or affinity to applicant dependent)

NAME	ADDRESS	TEL. NO.
DELMA M. ECHEVARRIA	PICAS, SAGKAPUAN, TACLOBAN CITY	
AURORA M. LAGO	PICAS, SAGKAPUAN, TACLOBAN CITY	



40. 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 cases against me.

Government Issued ID (Passport, CRA, PSA, etc. - include type and PLEASE INDICATE ID Number and Date of Issuance)

Government Issued ID: PHILSYS ID

ID Number/Passport No.: 2530-2486-7196-3500

Date/Place of Issuance: TACLOBAN CITY

Signature: *[Handwritten Signature]*

Full name (Type inside the box): DELMA M. ECHEVARRIA

Date Executed: 2025-10-27



SUBSCRIBED AND SWORN to before me this 26 day of OCTOBER, 2025, at PICAS, SAGKAPUAN, TACLOBAN CITY, exhibiting to her valid government ID as indicated above.

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 Series of 2025

Notary Public  
 My No. 2019-01 | Valid until December 31, 2026  
 My and My Co-Notary's Jurisdiction: S.C. Tacloban  
 My Co-Notary's No. 2020  
 My No. 017019 | Valid until 06/30/26  
 My and My Co-Notary's Jurisdiction: S.C. Tacloban  
 My Co-Notary's No. 2020