

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	VALENCIA		
FIRST NAME	KATHLEEN MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BARONDA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/3/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ABUYOG LEYTE	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Lot 5, Block 11 House/Block/Lot No. Street Dona Rufina Subdivision Guinagbucan Subdivision/Village Barangay Abuyog Leyte City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6510
8. WEIGHT (kg)	45 KILOGRAMS		
9. BLOOD TYPE	"0"	18. PERMANENT ADDRESS	House/Block/Lot No. Street House/Block/Lot No. Street Dona Rufina Subdivision Guinagbucan Subdivision/Village Barangay Abuyog Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6510
11. PAG-IBIG ID NO.	1212-5402-1866		
12. PHILHEALTH NO.	12-125402186-6		
13. SSS NO.	06-3988253-4	19. TELEPHONE NO.	N/A
14. TIN NO.	748-991-496	20. MOBILE NO.	0926-368-2659
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kathleen.valencia@vsu.edu.ph

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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VALENCIA			
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SILVANO			
25. MOTHER'S MAIDEN NAME	BARONDA			
SURNAME	VALENCIA			
FIRST NAME	JOYCE			
MIDDLE NAME	BAUTISTA		(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	GABALDON CENTRAL SCHOOL	PRIMARY EDUCATION	2005	2011	N/A	2008	SALUTATOR IAN
SECONDARY	ABUYOG ACADEMY	SECONDARY EDUCATION	2011	2015	N/A	2012	SALUTATOR IAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	2015	2019	N/A	2016	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	7/12/1905	7/14/1905	N/A	N/A	TOP GRADUATE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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)

SIGNATURE		DATE	
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator(s)	
7. Topics Covered	
8. Key Takeaways/Learnings	
9. Application to Current Role	
10. Overall Rating (1-5)	

	INCLUSIVE DATES OF		Type of I.D.	
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(Continue on separate sheet if necessary)

MEMBERSHIP IN		
	MEMBERSHIP IN	MEMBERSHIP IN

(Continue on separate sheet if necessary)									
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SIGNATURE		DATE	
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DATE _____

If YES, give details: ☐ YES ☒ NO

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: ☐ YES ☒ NO

b. Have you been criminally charged before any court? ☐ YES ☒ NO

If YES, give details: Date Filed: ☒ NO Status of Case/s: ☒ NO

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☒ NO

If YES, give details: ☐ YES ☒ NO

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? ☐ YES ☒ NO

If YES, give details: ☐ YES ☒ NO

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: ☐ YES ☒ NO

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? ☐ YES ☒ NO

If YES, give details: ☐ YES ☒ NO

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): ☐ YES ☒ NO

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? ☐ YES ☒ NO

If YES, please specify: ☐ YES ☒ NO

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: ☐ YES ☒ NO

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: ☐ YES ☒ NO

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. EDITHA G. CAGASAN	VSU, VISCA, BAYBAY CITY, LEYTE	9182700721
DR. ROTACIO S. GRAVOSO	VSU, VISCA, BAYBAY CITY, LEYTE	9276333892
DR. CHRISTINA A. GABRILLO	VSU, VISCA, BAYBAY CITY, LEYTE	9064966198

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.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: POSTAL ID

ID/License/Passport No.: 748991496

Date/Place of Issuance: ORMOC CITY

Signature (Sign inside the box)

Date Accomplished



SUBSCRIBED AND SWORN to before me this

AUG 18 2022

ATTY. [Signature] Notary Public for the Province of Leyte, City of Baybay

N.C. No. B-22-06-06, July 5, 2022
Until December 31, 2023

R. Magbaysay Avenue, Baybay City, Leyte

PTR No. PL6580803-01/03/22

Person Administering Oath

Ball No. 42391

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