

## 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 box ☐ ( ) 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	ADRICULA		
FIRST NAME	SHANE PORTIA CLAIRE		N/A
MIDDLE NAME	RELANO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/11/1993	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	OZAMIS CITY, MISAMIS OCCIDENTAL	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE		
7. HEIGHT (m)	1.549	17. RESIDENTIAL ADDRESS	PUROK 3 MADASIGON
8. WEIGHT (kg)	65	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	O+		MANINGCOL
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	N/A		OZAMIS CITY MISAMIS OCCIDENTAL
12. PHILHEALTH NO.	15-251118745-6		City/Municipality Province
13. SSS NO.	N/A	18. PERMANENT ADDRESS	PUROK 3 MADASIGON
14. TIN NO.	761-479-0770-000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		MANINGCOL
			Subdivision/Village Barangay
			OZAMIS CITY MISAMIS OCCIDENTAL
			City/Municipality Province
19. TELEPHONE NO.			N/A
20. MOBILE NO.			+63 910 092 4314
21. E-MAIL ADDRESS (if any)			<a href="mailto:claireportiashane@gmail.com">claireportiashane@gmail.com</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)	N/A	
MIDDLE NAME	N/A		N/A	
OCCUPATION	N/A		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A		N/A	
24. FATHER'S SURNAME	ADRICULA		N/A	
FIRST NAME	PABLO	NAME EXTENSION (JR, SR)	N/A	
MIDDLE NAME	CANILLAS		N/A	
25. MOTHER'S MAIDEN NAME			N/A	
SURNAME	RELANO		N/A	
FIRST NAME	CARMENCITA		N/A	
MIDDLE NAME	LANAJA		(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	MANINGCOL ELEMENTARY SCHOOL		#####	#####			
SECONDARY	OZAMIZ CITY NATIONAL HIGHSCHOOL		#####	#####			

VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY		#####	#####			
GRADUATE STUDIES							
<i>(Continue on separate sheet if necessary)</i>							
<i>SIGNATURE</i>			<i>DATE</i>		FEBRUARY 18, 2022		

\_\_\_\_\_

|

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

*(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.*

[illegible]

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

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

[illegible]

*(Continue on separate sheet if necessary)*

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

[illegible]

*(Continue on separate sheet if necessary)*

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMB

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



[illegible]


<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in 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>If YES, give details: _____</p> <p>_____</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>If YES, give details: _____</p> <p>_____</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>If YES, give details: _____</p> <p>_____</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>If YES, give details: _____</p> <p>_____</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>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>_____</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;"> <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> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.											
<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>													

<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p>
Government Issued ID: _____
ID/License/Passport No: _____
Date/Place of Issuance: _____

<p>Signature (Sign inside the box)</p>
<p>Date Accomplished _____</p>

ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath



4f

Yes/No	Cstat	Gender
Yes	Single	Male
No	Married	Female
	Separated	
	Widowed	