

# 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	ALMEÑE		
FIRST NAME	CHARLES KEVIN		NAME EXTENSION (JR., SR)
MIDDLE NAME	GUALDALAJARA N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1999	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	ORMOC CITY	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	APARMENT 77 KELBOURNE DRIVE House/Block/Lot No. Street N/A PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
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:	18. PERMANENT ADDRESS	N/A LOWER HIGHWAY House/Block/Lot No. Street N/A POBLACION Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province 6540
7. HEIGHT (m)	1.68 M	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	70 KG	20. MOBILE NO.	09630515768
9. BLOOD TYPE	N/A	21. E-MAIL ADDRESS (if any)	charleskevinalmene@gmail.com
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121300302793		
12. PHILHEALTH NO.	1325 0702 4487		
13. SSS NO.	N/A		
14. TIN NO.	768 450 270 000		
15. AGENCY EMPLOYEE NO.	N/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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALMEÑE			
FIRST NAME	CHARITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MOJADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUALDALAJARA			
FIRST NAME	MYRNA			
MIDDLE NAME	PINGOS			

(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	MERIDA CENTRAL SCHOOL	PRIMARY	JUNE, 2005	APRIL, 2011	ELEMENTARY GRADUATE	2011	WITH HONOR
SECONDARY	SAINT PETER'S COLLEGE	SECONDARY	JUNE, 2011	MARCH, 2015	HIGH SCHOOL GRADUATE	2015	N/A
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 CIVIL ENGINEERING	JUNE, 2015	JUNE, 2020	COLLEGE GRADUATE	2020	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	MAY 10, 2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	MAY 10, 2024
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**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**

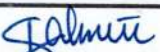
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ON-THE-JOB TRAINING	06/17/2019	07/22/2019	260 HOURS	TECHNICAL	MAC BUILDERS
	WORKSHOP FOR PART III & IV OF THE LAND USE DEVELOPMENT & INFRASTRUCTURE PLAN (LUDIP)	7/19/2022	7/20/2022	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE
	TRAINING - WORKSHOP ON ROOT CAUSE ANALYSIS	10/17/2022	10/18/2022	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE
	48TH PICE NATIONAL CONVENTION AND TECHNICAL CONFERENCE	11/11/2022	11/12/2022	16 HOURS	TECHNICAL	PICE
	CPES ACCREDITATION TRAINING	11/23/2022	11/23/2022	8 HOURS	SUPERVISORY/ TECHNICAL	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE
	TRAINING-WORKSHOP ON RISK ASSESSMENT	11/24/2022	11/25/2022	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE

(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)
	PROFICIENT IN MS OFFICE PROGRAM		N/A		N/A
	PROJECT MANAGEMENT		N/A		N/A
	2D AND 3D DESIGNING		N/A		N/A
	TECHNICAL SKILLS		N/A		N/A
	CONSTRUCTION QUANTITY SURVEYING		N/A		N/A
	PROBLEM SOLVING		N/A		N/A
	TEAMWORK		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 10, 2024
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<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 type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">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> <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>																
<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>PRC</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0183283</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>06/10/2022-ORMOC CITY</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:	PRC	ID/License/Passport No.:	0183283	Date/Place of Issuance:	06/10/2022-ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)         </td> </tr> <tr> <td style="text-align: center;"> <b>MAY 10, 2024</b>            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box)	<b>MAY 10, 2024</b> Date Accomplished			
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<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: 300px; height: 60px; margin: 10px auto; text-align: center; padding-top: 5px;">       Person Administering Oath     </div>																



PHOTO



Right Thumbmark