

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 () ☐ 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	MATURAN		
FIRST NAME	EVELYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABIÑON		
3. DATE OF BIRTH (mm/dd/yyyy)	08/22/1985	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	ICHON, MACROHON, SOUTHERN 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 type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	HOLY INNOCENT STREET House/Block/Lot No. Street ICHON Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)		ZIP CODE	
8. WEIGHT (kg)	67KLS		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	HOLY INNOCENT STREET House/Block/Lot No. Street ICHON Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	121032438049		
12. PHILHEALTH NO.	1305-0077-5611		
13. SSS NO.	06-2732665-9	19. TELEPHONE NO.	
14. TIN NO.	409-522-558	20. MOBILE NO.	09774869954/09924030965
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	evelyn_abinon@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		CRISTIAN ABIÑON MATURAN	03/15/2010
MIDDLE NAME			CHRISTIAN LOURDE ABIÑON MATURAN	02/11/20211
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ABIÑON			
FIRST NAME	VIRGILIO	SR		
MIDDLE NAME	ARAÑA			
25. MOTHER'S MAIDEN NAME				
SURNAME	YNTE			
FIRST NAME	FE TERESITA			
MIDDLE NAME	MONTES			

(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	ICHON ELEMENTARY SCHOOL			1999		1999	
SECONDARY	ICHON NATIONAL HIGH SCHOOL		1999	2003		2003	
VOCATIONAL / TRADE COURSE							
COLLEGE	SAINT JOSEPH COLLEGE	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT	2003	2007		2007	
	SAINT JOSEPH COLLEGE	18 UNITS-TEACHER CERTIFICATE PROGRAM	2023	2024		2024	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

V. WORK EXPERIENCE
on of duties should be indicated in the attached Work Experience sheet.

on of duties should be indicated in the attached Work Experience sheet.

[illegible]

<i>(continue on separate sheet if needed)</i>			
SIGNATURE		DATE	

[illegible]

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			
	NCIII-BOOKKEEPING		2020	292 HOURS		COLLEGE OF MAASIN
	MODULE-1 CRAFTING YOUR CAREER		2024			TESDA ONLINE
	MODULE-2 YOUR GUIDE TO JOB READINESS		2024			TESDA ONLINE
	MODULE-2 BUILDING HUMAN SKILLS FOR CAREER SUCCESS		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERACY (ACCESS INFORMATION ONLINE)		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERACY (WORKS WITH COMPUTERS)		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERARY (COMMUNICATION ONLINE)		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERACY (COLLABORATE AND MANAGE CONTENT DIGITALLY)		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERACY (CREATE DIGITAL CONTENT)		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERACY (PARTICIPATE SAFELY AND RESPONSIBLY ONLINE)		2024			TESDA ONLINE
	MICROSOFT DIGITAL LITERACY		2024			TESDA ONLINE
	PARTICIPATING IN WORKPLACE COMMUNICATION		2024			TESDA ONLINE
	BUSINESS TAX COMPLIANCE		2022	8 HRS		SOUTHERN LEYTE CHAMBER OF COMMERCE & INDUSTRY (SCCI)
	CERTIFIED TAX TECHNICIAN REVIEW/SEMINAR		2020	24 HRS		LIMITLESS PROFESSIONAL SOLUTIONS INC
	TAX UPDATES AND SEMINARS		2020	20.5 HRS		PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS, INC
	SEMINAR-WORKSHOP ON BOOKKEEPING & BASIC ACCOUNTING FOR NON ACCOUNTANT		2019	8 HRS		SOUTHERN LEYTE CHAMBER OF COMMERCE & INDUSTRY (SCCI)
	NEW IMPLEMENTING RULES & REGULATIONS OF RA 10963 OR TRAIN LAW		2018	8 HRS		TSRC-ORLIN SEMINARDS AND STUDY CENTER
	PUBLIC SERVICE EXCELLENCE TRAINING		2017	8 HRS		SAINT JOSEPH COLLEGE
	LABOR RELATIONS, HUMAN RELATIONS AND PRODUCTIVITY		2013	8 HRS		DEPARTMENT OF LABOR & EMPLOYMENT
	SEMINAR - WORKSHOP ON COOPERATIVE ANNUAL PERFORMANCE REPORT		2008	16 HRS		COOPERATIVE DEVELOPMENT AUTHORITY

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	
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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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Date Filed: _____</p> <p style="text-align: center;">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>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
BERNADITA (EDITH) JUANICO CERRO	MAASIN CITY	9171021997
EMMANUEL GERARDO	MAASIN CITY	

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.



PHOTO

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

Signature (Sign inside the box)
Date Accomplished

Right Thumbmark

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

Person Administering Oath
