

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	MACANAS		
FIRST NAME	MA. ROMYLA	NAME EXTENSION (JR, SR)	N/A
MIDDLE NAME	PERMEJO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/22/2000	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	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	N/A SAN MIGUEL STREET House/Block/Lot No. Street N/A QUILAO Subdivision/Village Barangay TOLOSA LEYTE City/Municipality Province 6503
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 SAN MIGUEL STREET House/Block/Lot No. Street N/A QUILAO Subdivision/Village Barangay TOLOSA LEYTE City/Municipality Province 6503
7. HEIGHT (m)	1.49	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	50	20. MOBILE NO.	0909 592 8322
9. BLOOD TYPE	O	21. E-MAIL ADDRESS (if any)	romyla.macs@gmail.com
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-202995190-3		
13. SSS NO.	N/A		
14. TIN NO.	635-475-472		
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	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	MACANAS			
FIRST NAME	ROMULO	NAME EXTENSION (JR, SR)		
MIDDLE NAME	OCASLA			
25. MOTHER'S MAIDEN NAME	MYLA PERMEJO ADONA			
SURNAME	MACANAS			
FIRST NAME	MYLA			
MIDDLE NAME	PERMEJO			

(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	DANIEL Z. ROMUALDEZ MEMORIAL ELEMENTARY SCHOOL	ELEMENTARY	06/01/2008	03/30/2013	GRADUATED	2013	SALUTATORIAN
SECONDARY	TOLOSA NATIONAL HIGH SCHOOL & LEYTE NATIONAL HIGH SCHOOL	HIGH SCHOOL	06/01/2013	03/29/2019	GRADUATED	2019	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE	BACHELOR OF ARTS IN PSYCHOLOGY	08/01/2019	07/25/2023	GRADUATED	2023	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/28/2024
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27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER
SPECIAL LAWS/ CES/ CSEE
BARANGAY ELIGIBILITY / DRIVER'S LICENSE

(Continue on separate sheet if necessary)

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

11/28/2024

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(Continue on separate sheet if necessary)

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	LEADERSHIP		LEADERSHIP AWARD		TOLOSA NATIONAL HIGH SCHOOL
	COMMUNICATION		***NOTHING FOLLOWS***		***NOTHING FOLLOWS***
	COMPUTER				
	SOCIAL				
	PROBLEM-SOLVING				
	SEWING				
	STRESS MANAGEMENT				

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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,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO
☐ YES ☒ NO
If YES, give details: _____

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

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

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: _____

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: **RESIGNED FROM PREVIOUS WORK**

38. 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 promote/actively campaign for a national or local candidate?

☐ YES ☒ NO
If YES, give details: _____
☐ YES ☒ NO
If YES, give details: _____

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

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

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?
b. Are you a person with disability?
c. Are you a solo parent?

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

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

NAME	ADDRESS	TEL. NO.
HON. ERWIN C. OCAÑA	DOÑA BRIGIDA, TOLOSA, LEYTE	9297727076

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.

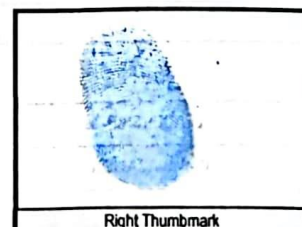
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PHILHEALTH**

ID/License/Passport No.: **13-202995190-3**

Date/Place of Issuance: **TACLOBAN CITY**

Signature (Sign inside the box)
11/28/2024
Date Accomplished



SUBSCRIBED AND SWORN to before me this **NOV 28 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

JUC. NO. **462**
PAGE NO. **95**
BOOK NO. **VI**
SERIES OF **2024**

ATTY. ZOSIMO L. GUALBERTO JR. JD.
Notary Public until December 31, 2025
Notarial Commission No. 2024-01-37
ROLL Person Administering Oath: 0834
IBPOR No. 363889; 10/18/2023; LEYTE CHAPTER
PIR No. 836179-01/04/2024; TOLOSA, LEYTE
MCLF Compliance No. VIII-0008878 until 04.14.2028

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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: October 18 – 28, 2024
- Position: Documenter
- Name of Office/Unit: Save the Children
- Immediate Supervisor: Kelvin Vino
- Name of Agency/Organization and Location: Save the Children, Tacloban
- Summary of Actual Duties
 - Capturing key discussions
 - Photographing activities
 - Making video presentations
 - Creating a comprehensive written report of the entire event

- Duration: September 2023 – March 2024
- Position: Customer Service Representative
- Name of Office/Unit: Virtual Staffing Solutions
- Immediate Supervisor: Aimee Hermanito
- Name of Agency/Organization and Location: Virtual Staffing Solutions, Tacloban
- Summary of Actual Duties
 - Preparing action plans
 - Tracking orders
 - Organizing and responding to emails
 - Preparing inventories and written reports of orders


MA. ROMYLA P. MACANAS
(Signature over Printed Name
of Employee/Applicant)

Date: November 28, 2024