

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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

PERSONAL INFORMATION									
1. SURNAME	LATORRE								
2. FIRST NAME	FRANCIS CHARL						NAME EXTENSION (Jr., Sr.)		
MIDDLE NAME	CADIGOY								
3. DATE OF BIRTH (dd/mm/yyyy)	SEPTEMBER 03, 1991			16. CITIZENSHIP		☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pts. indicate country:			
4. PLACE OF BIRTH	ORMOC CITY			If holder of dual citizenship, please indicate the details.					
5. SEX AT BIRTH	☒ Male ☐ Female								
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:			17. RESIDENTIAL ADDRESS		486 House/Block/Lot No. Street CENTRO BALUGO Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province			
7. HEIGHT (m)	1.63 m			ZIP CODE		6542			
8. WEIGHT (kg)	74 kg								
9. BLOOD TYPE	O			18. PERMANENT ADDRESS		486 House/Block/Lot No. Street CENTRO BALUGO Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province			
10. LMD ID NO.	51668227665			ZIP CODE		6542			
11. PAG-IBIG ID NO.	121128099660								
12. PhilHealth NO.	13-050156								
13. PhilSys Number (PSN)	N/A			19. TELEPHONE NO.		(05) 830 3817			
14. TIN NO.	316-755-751			20. MOBILE NO.		+639159115315 / +639924688490			
15. AGENCY EMPLOYEE NO.	6298029			21. E-MAIL ADDRESS (if any)		francischarl.latorre@deped.gov.ph			
FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	BAL			23. NAME OF CHILDREN (Write full name and list all)			DATE OF BIRTH (dd/mm/yyyy)		
FIRST NAME	GENELYN			NAME EXTENSION (Jr., Sr.)			FRANCO DIMITRI B. LATORRE		
MIDDLE NAME	CABUGOY						11/10/2019		
OCCUPATION	OFW								
EMPLOYER/BUSINESS NAME	N/A								
BUSINESS ADDRESS	N/A								
TELEPHONE NO.	N/A								
24. FATHER'S SURNAME	LATORRE								
FIRST NAME	FRANCISCO			NAME EXTENSION (Jr., Sr.)					
MIDDLE NAME	BUENAFE								
25. MOTHER'S MAIDEN NAME									
SURNAME	CADIGOY								
FIRST NAME	CHARLITA								
MIDDLE NAME	LUZADIO								
(Continue on separate sheet if necessary)									
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	ALBUERA NORTH CENTRAL SCHOOL	2002 Basic Education Curriculum	JUNE 1998	MARCH 2004	N/A	2004	N/A		
SECONDARY	DR. GERONIMO B. ZALDIVAR MEMORIAL SCHOOL OF FISHERIES	Junior high under the Secondary Education Curriculum (SEC)	JUNE 2004	MARCH 2008	N/A	2008	N/A		
COLLEGE	PALOMPON INSTITUTE OF TECHNOLOGY	Bachelor of Science in Mechanical Engineering	JUNE 2008	MARCH 2013	N/A	2013	N/A		
COLLEGE	WESTERN LEYTE COLLEGE	BSED-Supplemental Course	OCT. 2014	MAR. 2016	N/A	N/A	N/A		
VOCATIONAL / TRADE COURSE	Vamers Advance Training on Specialized Welding and Technical Asian Development Foundation	SMAW - NC I	APRIL 2016	MAY 2016	N/A	2016	N/A		
GRADUATE STUDIES	College	Master of Arts in Education - Mathematics	JUNE 2016	MARCH 2018	36 UNITS	N/A	N/A		
VOCATIONAL / TRADE COURSE	Skills Development for Maintenance and Fabrication and Technical	SMAW - NC II	NOV. 2016	JAN 2017	N/A	2018	N/A		
VOCATIONAL / TRADE COURSE	PSAA INTERNATIONAL ACADEMY	Trainer's Methodology I	JULY 2018	SEPT. 2019	N/A	N/A	N/A		
GRADUATE STUDIES	Eastern Visayas State University	Master in Engineering Program - Mechanical Engineering	JAN. 2019	AUG. 2025	42 UNITS	N/A	N/A		
VOCATIONAL / TRADE COURSE	AB Tech Multi-Skills Training Center Inc.	Electrical Installation and Maintenance (EIM - NC II)	MARCH 2019	MAY 2019	N/A	2019	N/A		
VOCATIONAL / TRADE COURSE	Universal Skills Training and Assessment Center Inc.	Computer Systems Servicing (CSS - NC II)	JUNE 2025	AUG. 2025	N/A	N/A	N/A		
COLLEGE	University of Cebu - Main Campus	ETEEAP - Bachelor of Science in Civil Engineering (BSCCE)	AUG. 2025	PRESENT	N/A	N/A	N/A		
(Continue on separate sheet if necessary)									
SIGNATURE			DATE			SEPTEMBER 05, 2025			

IV. CIVIL SERVICE ELIGIBILITY

27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BARY/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)	
					NUMBER	Valid Until
	Professional Mechanical Engineer (PME)	73.0	Nov. 26-29, 2024	CEBU CITY	0006581	SEPT. 03, 2028
	Certified Plant Mechanic (CPM)		Aug. 16, 17, & 18, 2024	CEBU CITY	0010912	SEPT. 03, 2028
	Registered Master Plumber (RMP)	72.5	Feb. 15-16, 2022	TACLOBAN CITY	0021132	SEPT. 03, 2027
	Registered Master Electrician (RME)	70.5	March 18, 2018	TACLOBAN CITY	0055541	SEPT. 03, 2027
	Registered Mechanical Engineer (RMeE)	70.6	March 18-19, 2017	CEBU CITY	009580	SEPT. 03, 2027
	Licensed Professional Teacher (LPT)	75.8	March 20, 2016	TACLOBAN CITY	1456507	SEPT. 03, 2027

(Continue on separate sheet if necessary)

V WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 05, 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S						
20.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/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 (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	AI in Education: Prompt Engineering for DepEd Teachers	Aug. 26, 2025	Aug. 26, 2025	4	Technical	DICT-Cordillera Administrative Region
	Siemens Cerberus Pro Compact, Fire Detection, & Alarm System Training	June 28, 2025	June 28, 2025	8	Technical	SystemHUB Distribution Inc.
	2 Days Solar Installation Training & Product Demonstration	June 22, 2025	June 23, 2025	16	Technical	ECO-E R8
	Option in Bolting Technology, and Lifting & Rigging	June 15, 2025	June 15, 2025	8	Technical	PSME OrmocKananga Chapter
	9th PSME Visayas Regional Conference	June 21, 2025	June 23, 2025	24	Technical	PSME OrmocKananga Chapter
	CLUP PLANNING PROCESS SEMINAR-WORKSHOP	04/14/2019	04/17/2019	8	Technical	UPVTC, TACLOBAN CITY
	RATIONALIZED PLANNING SYSTEM SEMINAR-WORKSHOP	04/07/2019	04/07/2019	8	Technical	UPVTC, TACLOBAN CITY
	CORE PLANNING CONCEPTS SEMINAR-WORKSHOP	03/31/2019	03/31/2019	8	Technical	UPVTC, TACLOBAN CITY
	TRAINER'S METHODOLOGY I	07/23/2018	09/06/2018	280	Technical	PSAA INTERNATIONAL ACADEMY
	Municipal-Based 2-Days Re-Echo Training Workshop on Grade 11 Teachers for the Implementation of the Grade 11 Career Guidance	08/03/2018	09/03/2018	16	Technical	Damulaan National High School
	Three Days Live-Out Training-Workshop on the Enhancement of Teaching Mathematics and Test Item Development	22/11/2017	24/11/2017	24	Technical	DepEd (Division of Leyte)
	3 Days Live-In Training Workshop on Coaching and Officiating Officials in School Sports	20/10/2017	22/10/2017	24	Technical	DepEd (Division of Leyte)
	3 Days Live-In SPQ/SSQ Leadership and Capability Training Workshop	22/09/2017	24/09/2017	24	Technical	DepEd (Division of Leyte)
	3 Days Live-In Division-based Leadership and Capability Training Workshop - By Area	22/09/2017	24/09/2017	24	Technical	DepEd (Division of Leyte)
	3 Days Live-In Division-based Leadership and Capability Training Workshop	31/05/2017	02/06/2017	24	Technical	DepEd (Division of Leyte)
	Statistics and Probability in Grade 11 in the Senior High School Curriculum	05/11/2016	27/11/2016	40	Technical	VSU Philippine Statistical Research And Training Institute
	2017 Area Athletic Meet	16/11/2017	18/11/2017	24	COACH	KAMMIPAA
	Servant Leadership in Education Management	22/07/2016	24/07/2016	24	Technical	Asian Development Foundation College
	Senior High School Grade XI Mass Training of Teachers (Batch 2 - Common Topic)	02/06/2016	05/06/2016	32	Technical	DepEd (Region VIII)
	Mass Training of Teachers for Senior High School Grade 11 (Academic Track)	25/05/2016	11/06/2016	136	Technical	DepEd (Region VIII)
	Regional Teaching Congress	27/02/2016	27/02/2016	8	Technical	LNU
	Stress Management Seminar-Workshop	24/01/2013	24/01/2013	8	Technical	PALOMPON INSTITUTE OF TECHNOLOGY
	Basic Technical Knowledge Seminar	20/08/2011	20/08/2011	8	Technical	PALOMPON INSTITUTE OF TECHNOLOGY
	AUTO-ENGINE TUNE-UP	29/07/2010	08/09/2010	120	Technical	PALOMPON INSTITUTE OF TECHNOLOGY
(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)	
	CAD Operator		N/A		CPR-RIMT (Ormoc Chapter)	
	Digital graphic design				National Master Plumbers of the Philippines, Inc. (NAMPAP - Davao Chapter)	
	3D Printing				Boy Scouts of the Philippines (BSP - Leyte Council)	
	Laser Cutter and Engraving				Philippine Society of Mechanical Engineers (PSME - Kalanggaman Chapter)	
	Computer Systems Servicing				Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE - Ormoc Chapter)	
	Engineering Sign & Seal					
(Continue on separate sheet if necessary)						
SIGNATURE			DATE		SEPTEMBER 05, 2025	

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: _____												
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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">OFFICE / RESIDENTIAL ADDRESS</th> <th style="width: 30%;">CONTACT NO. AND/OR EMAIL</th> </tr> </thead> <tbody> <tr> <td>GLECHENILLE B. ROSAL</td> <td>BENOLHO, ALBUERA, LEYTE</td> <td>9757706957</td> </tr> <tr> <td>ENGR. EDWIN S. RAMONES, RMEE</td> <td>PALOMPON, LEYTE</td> <td>9395901973</td> </tr> <tr> <td>ENGR. ROMIL A. ASOQUE, RMEE</td> <td>PALOMPON, LEYTE</td> <td>9753266503</td> </tr> </tbody> </table>		NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	GLECHENILLE B. ROSAL	BENOLHO, ALBUERA, LEYTE	9757706957	ENGR. EDWIN S. RAMONES, RMEE	PALOMPON, LEYTE	9395901973	ENGR. ROMIL A. ASOQUE, RMEE	PALOMPON, LEYTE	9753266503
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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, BPS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC - LPT ID/Passport No.: 145607 Date/Place of Issuance: 06/07/2016	 Signature (Sign inside the box) SEPTEMBER 05, 2025 Date Accomplished												
 Right Thumbprint													
SUBSCRIBED AND SWORN to before me this SEP 05 2025 affiant exhibiting his/her validly issued government ID as indicated above. Atty. LEONAR M. BURATO Public Attorney Purported to R.A. No. 9406 Person Administering Oath													