

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	LICOPIT		
FIRST NAME	NEL RIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GARCIA		
3. DATE OF BIRTH (mm/dd/yyyy)	MARCH 9, 1997	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.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Tambis Subdivision/Village Barangay BURAUEEN LEYTE City/Municipality Province
7. HEIGHT (m)	1.54 m	ZIP CODE	
8. WEIGHT (kg)	70 kgs	18. PERMANENT ADDRESS	House/Block/Lot No. Street Tambis Subdivision/Village Barangay BURAUEEN LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6516
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	0927-265-2694
12. PHILHEALTH NO.	13-250391702-9	21. E-MAIL ADDRESS (if any)	nelrialicopit@gmail.com
13. SSS NO.	06-3906155-9		
14. TIN NO.	736-140-753		
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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LICOPIT			
FIRST NAME	CESARIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PACAANAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	GARCIA			
FIRST NAME	NILE			
MIDDLE NAME	NABOYA			

(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	BURAUEEN NORTH CENTRAL SCHOOL		JUNE 2006	APRIL 2009		2009	1st Honorable Mention
SECONDARY	ST. JOSEPH HIGH SCHOOL OF DAGAMI INC. DAGAMI, LEYTE		JUNE 2009	APRIL 2013		2013	2nd Honorable Mention
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BACHELOR OF SCIENCE IN MANAGEMENT	JUNE 2013	JUNE 2017			
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	MASTERS IN BUSINESS MANAGEMENT	AUGUST 2018	MAY 2021	15 units		
	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	BACHELOR OF SCIENCE IN REAL ESTATE MANAGEMENT	01/07/2023	present			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 31, 2024
-----------	---	------	------------------

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Civil Service Professional Eligibility	82.56	March 12, 2017	Leyte Normal University, Tacloban City		
	RA 10587 (Environmental Planner)	74.1%	June 5 & 6, 2019	Leyte National High School	0005838	MARCH 9, 2025

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

[illegible]

SIGNATURE		DATE	JANUARY 31, 2024
------------------	---	-------------	------------------

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	BRAINBOX FOUNDATION	DEC. 2023	PRESENT		CORPORATE SECRETARY
	LAMRAG YOUTH ORGANIZATION	SEPT. 11, 202	PRESENT		FINANCE OFFICER
	PHILIPPINE INSTITUTE OF ENVIRONMENTAL PLANNERS	SEPT. 13, 201	PRESENT		MEMBER
	PHILIPPINE JUNIOR JAYCEES - TACLOBAN SINIRANGAN	OCT. 2015	Jun-17		IMMEDIATE PAST PUBLIC INFORMATION OFFICER

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

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	knows basics of Photoshop		Project Head - Brainbox's First Annual Quiz Show		Philippine Junir Jaycees - Tacloban Sinirangan
	Reading		2022 Nationa Achiever - Prulife UK		Prulife - UK
	Watching movies				Brainbox Foundation
	Knows basics of QGIS				

SIGNATURE		DATE	January 31, 2024
-----------	---	------	------------------

<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>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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>FAYE COLAS</td> <td>TACLOBAN CITY</td> <td>09174627303</td> </tr> <tr> <td>KEN GABRIELLE SECO</td> <td>TANAUAN, LEYTE</td> <td>09364992754</td> </tr> <tr> <td>GUALBERTO N. GUALBERTO</td> <td>TACLOBAN CITY</td> <td>09171009103</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	FAYE COLAS	TACLOBAN CITY	09174627303	KEN GABRIELLE SECO	TANAUAN, LEYTE	09364992754	GUALBERTO N. GUALBERTO	TACLOBAN CITY	09171009103
NAME	ADDRESS	TEL. NO.											
FAYE COLAS	TACLOBAN CITY	09174627303											
KEN GABRIELLE SECO	TANAUAN, LEYTE	09364992754											
GUALBERTO N. GUALBERTO	TACLOBAN CITY	09171009103											
<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 style="padding: 2px;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: PRC LICENSE</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 0005838</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: July 7,2019, Tacloban 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 LICENSE	ID/License/Passport No.: 0005838	Date/Place of Issuance: July 7,2019, Tacloban City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center; padding: 2px;">JANUARY 31, 2024</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	JANUARY 31, 2024	Date Accomplished			
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 LICENSE													
ID/License/Passport No.: 0005838													
Date/Place of Issuance: July 7,2019, Tacloban City													
Signature (Sign inside the box)													
JANUARY 31, 2024													
Date Accomplished													
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">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: 100%; height: 100px; margin-top: 10px;"></div> <div style="border: 1px solid black; width: 100%; text-align: center; padding: 5px; margin-top: 5px;"> Person Administering Oath </div> </div> <div style="width: 35%; text-align: center;"> <p>PHOTO</p> <div style="border: 1px solid black; width: 100%; height: 100px; margin-top: 10px;"></div> <p>Right Thumbmark</p> </div> </div>													