

# 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 against the filer.

**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.**

## I. PERSONAL INFORMATION

2. SURNAME	NEGRADAS			
FIRST NAME	ROUVINN			
MIDDLE NAME	UY			
3. DATE OF BIRTH (mm/dd/yyyy)	11/10/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino	
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input 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 N/A Subdivision/Village PALO City/Municipality	
7. HEIGHT (m)	1.73 M	ZIP CODE	6501	
8. WEIGHT (kg)	80 KG			
9. BLOOD TYPE	O+		18. PERMANENT ADDRESS	N/A House/Block/Lot No N/A Subdivision/Village PALO City/Municipality
10. GSIS ID NO.	N/A		ZIP CODE	6501
PAG-IBIG ID NO.	121018201251			
12. PHILHEALTH NO.	010254133634			
13. SSS NO.	3429741345	19. TELEPHONE NO.		
14. TIN NO.	415902466	20. MOBILE NO.		
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name)
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	NEGRADAS		
FIRST NAME	ALBINO	NAME EXTENSION (JR., SR)	

MIDDLE NAME	ENGRACIAL	
25. MOTHER'S MAIDEN NAME	ROSA A. UY	
SURNAME	NEGRADAS	
FIRST NAME	ROSA	
MIDDLE NAME	UY	(C)

### III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF A
			From
ELEMENTARY	RIZAL CENTRAL SCHOOL	ELEMENTARY	1999
SECONDARY	ST. MARY'S ACADEMY OF PALO	HIGH SCHOOL	2006
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BA COMMUNICATION ARTS	2010
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY	MASTER IN DISTANCE EDUCATION	2021

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DA</b>
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inal case/s against the person concerned.

1. CS ID No. (Do not fill up. For CSC use only)

NAME EXTENSION (JR., SR) N/A

ino ☐ Dual Citizenship  
☐ by birth ☐ by naturalization  
Pls. indicate country:



Zone 1

Street

ARADO

Barangay

LEYTE

Province

Zone 1

Street

ARADO

Barangay

LEYTE

Province

N/A

09158887255

[runegradas@up.edu.ph](mailto:runegradas@up.edu.ph)

Full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

V/A

10/24/2018

V/A

N/A

V/A

N/A

V/A

N/A

V/A

N/A

V/A

N/A


V/A

N/A

V/A

N/A

N/A		N/A	
N/A		N/A	
N/A		N/A	
N/A		N/A	
continue on separate sheet if necessary)			
ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
To			
2006		2006	HONORABLE MENTION
2010		2010	N/A
N/A		N/A	N/A
2016		UNDERGRA- DUATE	N/A
PRESENT		N/A	N/A
TE	07/12/2021		

IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
				NUMBER	Date of Validity		
LICENSURE EXAMINATION FOR TEACHERS	83.80	09/01/2017	RIZAL CENTRAL SCHOOL	1622810	N/A		
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/JOB/PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
05/10/2021	08/30/2021	Education Officer (Project-based)	Sve the Children Philippines Inc.	14800.00	SG4	JOB ORDER	N
08/01/2020	03/01/2021	Lead CoursePack Writer	National University – Asia Pacific College	12000.00	N/A	N/A	N
07/01/2019	08/01/2020	Faculty Member	National University – Asia Pacific College	15000.00	N/A	N/A	N
05/01/2017	05/01/2019	Faculty Member and Senior High School Coordinator	St. Therese Christian Development Center Foundation Inc.	10000.00	N/A	N/A	N
08/01/2016	05/01/2017	Faculty Member	St. Therese Christian Development Center Foundation Inc.				
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		07/12/2021	

**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		
	UP AN BALANGAW PERFORMING ARTS GROUP	06/01/2010	06/17/2016		PRESIDENT AND MEMBER

*(Continue on separate sheet if necessary)*

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

*(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)*

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			
	DepEd-PEAC 2018 Summer In-Service Training (INSET) for Senior High School Teachers in Private Schools	06/01/2018	06/03/2018	24.0	TECHNICAL	PHILIPPINE EDUCATIONAL ASSISTANCE COMMITTEE
	Seminar-Workshop on Transformational Teaching for the 21st Century Learners – English	04/14/2018	04/14/2018	8.0	TECHNICAL	ST. THERESE CHRISTIAN DEVELOPMENT CENTER FOUNDATION INC.
	Seminar-Workshop on Professional Learning Communities	02/05/2018	02/08/2018	24.0	TECHNICAL	PHOENIX PUBLISHING HOUSE INC.
	Seminar-Workshop on Student Engagement & Standard – based Assessment	06/13/2017	06/14/2017	16.0	TECHNICAL	PHOENIX PUBLISHING HOUSE INC.
	Seminar – Workshop on 21st Century Teaching & Learning: Teach Like a Champion	12/13/2017	12/13/2017	8.0	TECHNICAL	PHILIPPINE EDUCATIONAL ASSISTANCE COMMITTEE
	The Philippine Center of International Pen's Workshops on Teaching Philippine Literature in High School and College	04/03/2017	04/04/2017	16.0	TECHNICAL	PHILIPPINE CENTER OF INTERNATIONAL PEN

*(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)
	N/A		N/A		N/A

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	12/07/2021
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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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input type="checkbox"/> NO           </div> <p>If YES, give details: _____</p>															
<p>35. a. Have you ever been found guilty of any administrative offense?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <p>If YES, give details: _____</p>															
<p>b. Have you been criminally charged before any court?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <p>If YES, give details:</p> <p style="margin-left: 40px;">Date Filed: _____</p> <p style="margin-left: 40px;">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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <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>	<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> YES             <input type="checkbox"/> NO           </div> <p>If YES, give details: <span style="float: right;">RESIGNATION</span></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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <p>If YES, give details: _____</p>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <p>If YES, please specify: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <p>If YES, please specify ID No: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES             <input checked="" type="checkbox"/> NO           </div> <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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Ms. Christelle C. Corpin, MAEd</td> <td>CEBU CITY</td> <td>0917 750 0635</td> </tr> <tr> <td>Asst. Prof. Arvin de Veyra</td> <td>CEBU CITY</td> <td>0932 880 2926</td> </tr> <tr> <td>Prof. Joycie Alegre</td> <td>PALO, LEYTE</td> <td>0905 874 1831</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ms. Christelle C. Corpin, MAEd	CEBU CITY	0917 750 0635	Asst. Prof. Arvin de Veyra	CEBU CITY	0932 880 2926	Prof. Joycie Alegre	PALO, LEYTE	0905 874 1831			
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<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>TIN ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>415902466</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>12/13/2012   MAKATI 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:	TIN ID	ID/License/Passport No.:	415902466	Date/Place of Issuance:	12/13/2012   MAKATI CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">07/12/2021</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	07/12/2021	Date Accomplished	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center;">Right Thumbmark</p>
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Signature (Sign inside the box)																
07/12/2021																
Date Accomplished																
<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; height: 50px; width: 300px; margin: 10px auto;"></div>																



