

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                       | NAYRE  |   |  |
| FIRST NAME                       | NEIL   | NAME EXTENSION (JR., SR)  |  |
| MIDDLE NAME                      | MARTINEZ   |   |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 06/16/1995   | 16. CITIZENSHIP<br><br>If holder of dual citizenship,<br><br>please indicate the details. | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Baybay City  |   |  |
| 5. SEX                           | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female   |   |  |
| 6 CIVIL STATUS                   | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input checked="" type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS<br><br><br><br><br><br><br><br><br><br>ZIP CODE                   |  |
| 7. HEIGHT (m)                    | 150  |   |  |
| 8. WEIGHT (kg)                   | 62   |   |  |
| 9. BLOOD TYPE                    | AB   |   |  |
| 10. GSIS ID NO.                  | 13   |   |  |
| 11. PAG-IBIG ID NO.              | 121256565144   | 18. PERMANENT ADDRESS<br><br><br><br><br><br><br><br><br><br>ZIP CODE                     |  |
| 12. PHILHEALTH NO.               | 13-252324384-9   |   |  |
| 13. SSS NO.                      | 3488739424   |   |  |
| 14. TIN NO.                      | 358674680  |   |  |
| 15. AGENCY EMPLOYEE NO.          |  |   |  |
| 19. TELEPHONE NO.                | N/A  |   |  |
| 20. MOBILE NO.                   | 09552491087  |   |  |
| 21. E-MAIL ADDRESS (if any)      | <a href="mailto:w33nayre@gmail.com">w33nayre@gmail.com</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      |                          |   |                            |
| MIDDLE NAME              | N/A      |                          |   |                            |
| OCCUPATION               | N/A      |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | N/A      |                          |   |                            |
| BUSINESS ADDRESS         | N/A      |                          |   |                            |
| TELEPHONE NO.            | N/A      |                          |   |                            |
| 24. FATHER'S SURNAME     | NAYRE    |                          |   |                            |
| FIRST NAME               | RONILO   | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | MATIBAG  |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |          |                          |   |                            |
| SURNAME                  | MARTINEZ |                          |   |                            |
| FIRST NAME               | BEBELINA |                          |   |                            |
| MIDDLE NAME              | ROSAL    |                          | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL        | NAME OF SCHOOL<br>(Write in full)   | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/<br>ACADEMIC HONORS RECEIVED |
|------------------|-------------------------------------|--|----------------------|------|--|----------------|--|
|                  |                                     |  | From                 | To   |  |                |  |
| ELEMENTARY       | Baybay National Central School      | ELEMENTARY                                       | 2002                 | 2008 | Graduated  | 2008           |  |
| SECONDARY        | Baybay National High school         | SECONDARY  | 2008                 | 2012 | Graduated  | 2012           |  |
| VOCATIONAL /     | N/A                                 | N/A  | N/A                  | N/A  | N/A  | N/A            |  |
| COLLEGE          | Bachelor of Science in Agribusiness | College  | 2013                 | 2019 | Graduated  | 2019           |  |
| GRADUATE STUDIES | N/A                                 | N/A  | N/A                  | N/A  | N/A  | N/A            | N/A                                      |

(Continue on separate sheet if necessary)

|           |   |      |         |
|-----------|---|------|---------|
| SIGNATURE |  | DATE | 9/25/24 |
|-----------|---|------|---------|

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

**9/25/24**

[illegible]

**(Continue on separate sheet if necessary)**

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

[illegible]

**(Continue on separate sheet if necessary)**

## VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES |  | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|--|---|
| Top Insurance Seller           |  | Regional SCUAA athlete on Table tennis Champion (NAVAL)        |   |
|                                |  | National SCUAA athlete on Table tennis (Batangas City)         |   |
|                                |  | Regional SCUAA athlete on Table tennis Champion (VSU)          |   |
|                                |  | National SCUAA athlete on Table tennis (Aklan City)            |   |
|                                |  |  |   |
|                                |  |  |   |
|                                |  |  |   |

*(Continue on separate sheet if necessary)*

|                  |   |             |         |
|------------------|---|-------------|---------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | 9/25/24 |
|------------------|---|-------------|---------|

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); 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.   |
| Romulo B. Alcala   | Brgy. Candadam, Baybay City, Leyte | 9774841763 |
|  |                                    |            |
|  |                                    |            |

42.

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

Government Issued ID: Drivers License

ID/License/Passport No.: H12-19-002702

Date/Place of Issuance: 9/24/2019, Baybay City

Signature (Sign inside the box)

9/25/24

Date Accomplished

PHOTO

Right Thumbmark

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

Person Administering Oath

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