

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	AMPO		
FIRST NAME	IRENE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	TEJARA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/29/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BANSALAN, DAVAO DEL SUR	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK CAIMITO
7. HEIGHT (m)	1.49m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	42kg		LIBERTY
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.			HILONGOS LEYTE
11. PAG-IBIG ID NO.			City/Municipality Province
12. PHILHEALTH NO.	01-050484540-6	18. PERMANENT ADDRESS	6524
13. SSS NO.		ZIP CODE	PUROK CAIMITO
14. TIN NO.			House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.			LIBERTY
			Subdivision/Village Barangay
			HILONGOS LEYTE
		19. TELEPHONE NO.	City/Municipality Province
		20. MOBILE NO.	6524
		21. E-MAIL ADDRESS (if any)	09482741522
			zenkysangels8@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	AMPO		23. NAME of CHILDREN (Write full name and list all)	
FIRST NAME	JANEULOU	NAME EXTENSION (JR., SR)	RHINA ANGEL T. AMPO	04/07/2012
MIDDLE NAME	TAGUBA		MA.KRISTYLLE T. AMPO	12/16/2020
OCCUPATION	FARMER			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TEJARA			
FIRST NAME	ARTEMIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NOTARTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	IPONG			
FIRST NAME	LYDIA			
MIDDLE NAME	HERNANDO		(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	BAGUMBAYAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1994	2000	GRADUATED	2000	VALEDICTORIAN
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL HILONGOS, LEYTE	HIGH SCHOOL	2000	2004	GRADUATED	2004	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY MAIN CAMPUS	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2004	2006	66 UNITS		
	UNIVERSITY OF BOHOL	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	2013	2014	40 UNITS		
	BOHOL ISLAND STATE UNIVERSITY MAIN CAMPUS	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	2016	2020	GRADUATED	2020	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY								
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		
	LET PASSER	84.4%	01/10/2022	TACLOBAN CITY	2043933	02/29/2026		
(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	GOVT SERVICE (Y/ N)
	From	To						
	04/02/2022		Online Tutor	Native Camp	p57.20/26 mins.		Independent Contractor	N
	05/01/2011	02/01/2012	Promodiser	Grizzly, Alturas Group of Companies	P7100.00		Contractual	N
	11/01/2010	01/01/2011	Promodiser	Crispa, Alturas Group of Companies	P5200.00		Contractual	N
	03/01/2010	10/01/2010	Promodiser	Darlington,Alturas Group of Companies	P5700.00		Contractual	N
	03/01/2009	08/01/2009	Salesclerk	Landmark Makati City	P9900.00		Contractual	N
	08/01/2008	01/01/2009	Salesclerk	Landmark Trinoma, Mindanao Ave. EDSA Corner, Quezon City	P9900.00		Contractual	N
	08/01/2007	01/01/2008	Cashier	SM Megamall Mandaluyong City	P9800.00		Contractual	N
	02/01/2007	07/01/2007	Salesclerk	Ever Gotesco Mall, Ortigas Ave. Extension, Pasig City	P9100.00		Contractual	N
(Continue on separate sheet if necessary)								
SIGNATURE					DATE			

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			
(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			
(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)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: End of Term _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Mario Neri (School Principal)</td><td>Bagumbayan, Hilongos, Leyte</td><td></td></tr><tr><td>Anecita Zamora (Teacher)</td><td>Bagumbayan, Hilongos, Leyte</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>		NAME	ADDRESS	TEL. NO.	Mario Neri (School Principal)	Bagumbayan, Hilongos, Leyte		Anecita Zamora (Teacher)	Bagumbayan, Hilongos, Leyte				
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Mario Neri (School Principal)	Bagumbayan, Hilongos, Leyte												
Anecita Zamora (Teacher)	Bagumbayan, Hilongos, Leyte												
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 2043933</td></tr><tr><td>Date/Place of Issuance: ORMOC CITY,LEYTE</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	ID/License/Passport No.: 2043933	Date/Place of Issuance: ORMOC CITY,LEYTE	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)		Date Accomplished				
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>Person Administering Oath</td></tr></table>			Person Administering Oath										
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