

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	SANCHEZ		
FIRST NAME	REJANE		
MIDDLE NAME	ANTONIO		
3. DATE OF BIRTH (mm/dd/yyyy)	09/23/1990	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship, please indicate the details:	
5. SEX	☐ Male ☒ Female	17. RESIDENTIAL ADDRESS	KE House/Block/Lot No. Street Jones Avenue Brgy. San Roque I Subdivision/Village City/Municipality Province Cebu City Cebu
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	ZIP CODE	6000
7. HEIGHT (m)	1.60m	18. PERMANENT ADDRESS	12A House/Block/Lot No. Street PNRC Village Brgy. Babang Buhay Subdivision/Village City/Municipality Province Ormoc City Leyte
8. WEIGHT (kg)	52kg	ZIP CODE	6541
9. BLOOD TYPE	B+	19. TELEPHONE NO.	None
10. OGIS ID NO.	2003365197	20. MOBILE NO.	09326375491 / 09970790541
11. PAG-IBIG ID NO.	1210-1083-3106	21. E-MAIL ADDRESS (if any)	empowerejre23@gmail.com
12. PHILHEALTH NO.	12-025240153-4		
13. SSS NO.	063017952-1		
14. TIN NO.	407-668-285		
15. AGENCY EMPLOYEE NO.	None		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME			
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME			
FIRST NAME			
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

(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	ORMOC CITY SPED CENTER	PRIMARY EDUCATION	1996	2002			
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2002	2006			
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	UNIVERSITY OF SAN CARLOS-MAIN CAMPUS	BACHELOR OF SCIENCE in MANAGEMENT ACCOUNTING	2006	2010			
GRADUATE STUDIES	None	None					

(Continue on separate sheet if necessary)

SIGNATURE	DATE	January 21, 2022
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(Continue on separate sheet if necessary)

Include private employment. Start from your recent work! Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

January 21, 2022

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S

25	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Tuluyan San Benito, Asister for the Homeless, Malibaya St, cor Singalong St, Malab, Manila	02-01-16	08-30-17		Street Educator, Volunteer Staff

(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 (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical)	CONDUCTED/SPONSORED BY (Write in full)
		From	To			
	Social Media Strategy	03/31/21	03/31/21	4 Hrs		Empower Marketing Inc.
	Building Teamwork & Leadership Training	01/31/21	01/31/21	4 Hrs		Empower Marketing Inc.
	Rope Rescue Training	09/11/17	09/15/17	8 Hrs		LSH-ARMA
	Business Proposal Making	06/28/17	06/28/17	4 Hrs		Tuluyan San Benito
	Simple Bookkeeping	06/16/17	06/16/17	8 Hrs		Tuluyan San Benito
	Pagho Magisimulang Malit na Negosyo	05/24/17	05/24/17	8 Hrs		Tuluyan San Benito
	AML and Compliance and awareness Training	11/31/15	11/30/15	4 Hrs		
	BANK Frauds and Forgery Detection	09/27/15	09/27/15	7.5 Hrs		
	AT-Tooling on Branch Operations	07/11/15	07/12/15	16 Hrs		
	Land Bank E-Learning Access Portal	06/27/15	06/27/15	3 Hrs		
	Use of RTGS Facility on mps. Payment	06/06/15	06/06/15	7.5 Hrs		
	Updating on Anti-money Laundering act	11/23/13	11/23/13	4 Hrs		
	Professional Image Enhancement	03/24/13	03/24/13	8 Hrs		
	Counterfeit and Forgery Detection	12/06/12	12/07/12	12 Hrs		

(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)
	Writing Poetry, Composing Songs, Playing Guitar, Cycling, Running, Swimming		2019 EMPLOYEE OF THE YEAR, EMPOWER MKTG INC. 2018 EMPLOYEE OF THE YEAR, EMPOWER MKTG INC. 2014 2nd Place Women's Doubles - LPR Sportsfest 2012 1st Place - Badminton Doubles - Women's Club - Bankers Cup 2009, Top 6 Regional Civil Service Commission		Justice Peace and Integrity of Creation (JPIC) Cebu Bike Commuters (CBC) Bukas Loob Sa Diyos (BLD)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 21, 2022
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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.
Regie A. Pepito, CPA	LBP Cebu Osmeña, Cebu City	0942-04- 8011
Joseph Ronald Perin	Rm 210 WDC Bldg, Cebu City	032-284- 7143
Berneth J. Sapaden	PWTS Marikina City	09265726119

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, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Passport

ID/License/Passport No.: P5285965A

Date/Place of Issuance: Dec. 8, 2017 / Tacloban

Signature (Sign inside the box)

[Signature]

Date Accomplished: January 21, 2021



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

Person Administering Oath