

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 | SEVILLA | | |
| FIRST NAME | REGINE | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | QUINTANO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 12/14/2000 | 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 | TAGBILARAN CITY, BOHOL | 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 | PUROK 1 House/Block/Lot No. Street CANTAONGON Subdivision/Village Barangay LOON BOHOL City/Municipality Province |
| 7. HEIGHT (m) | 1.53 | ZIP CODE | 6327 |
| 8. WEIGHT (kg) | 51 | | |
| 9. BLOOD TYPE | | 18. PERMANENT ADDRESS | PUROK 1 House/Block/Lot No. Street CANTAONGON Subdivision/Village Barangay LOON BOHOL City/Municipality Province |
| 10. GSIS ID NO. | | ZIP CODE | 6327 |
| 11. PAG-IBIG ID NO. | | | |
| 12. PHILHEALTH NO. | | 19. TELEPHONE NO. | |
| 13. SSS NO. | | 20. MOBILE NO. | 0950-263-1972 |
| 14. TIN NO. | 661-750-584-000 | 21. E-MAIL ADDRESS (if any) | sevillaregine.ce@gmail.com |
| 15. AGENCY EMPLOYEE NO. | | | |

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 | SEVILLA | | |
| FIRST NAME | FELIX | NAME EXTENSION (JR., SR) | JR. |
| MIDDLE NAME | PEÑA | | |
| 25. MOTHER'S MAIDEN NAME | | | |
| SURNAME | QUINTANO | | |
| FIRST NAME | GLORIA | | |
| MIDDLE NAME | FLORENOSOS | | |

(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 | Cantaongon Elementary School | | 01/06/2006 | 01/03/2013 | | 2013 | Valedictorian |
| SECONDARY | Mater Dei College | Accountancy, Business and Management | 01/06/2017 | 01/04/2019 | | 2019 | With honors |
| VOCATIONAL / TRADE COURSE | | | | | | | |
| COLLEGE | Bohol Island State University - Main Campus | Bachelor of Science in Civil Engineering | 01/08/2019 | 02/07/2023 | | 2023 | |
| GRADUATE STUDIES | | | | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--|------|-------------------|
| SIGNATURE | | DATE | DECEMBER 30, 2024 |
|-----------|--|------|-------------------|

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

| | | | |
|------------------|---|-------------|-------------------|
| SIGNATURE |  | DATE | DECEMBER 30, 2024 |
|------------------|---|-------------|-------------------|

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 | | |
| | SERVANTS OF ST. ROQUE CHOIR | 13/10/2016 | PRESENT | | PRESIDENT/MUSICAL DIRECTOR |
| | PARISH YOUTH MINISTRY - SAN LORENZO RUIZ DE MANILA PARISH | 18/04/2018 | 30/12/2024 | | COORDINATOR |
| | CHAPEL YOUTH MINISTRY - SAN ROQUE CHAPEL | 16/05/2015 | 31/12/2020 | | CHAPEL YOUTH LEADER |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(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 (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--------------------------------|--|---|
| Singing | 3rd Place - Provincial Sandugo AgriFair Vocal Duet Contest | Philippine Institute of Civil Engineers - Association of Civil Engineering Students (PICE-ACES) |
| On-the-spot drawing | | Department of Science and Technology - Scholars Association Bohol (DOST-SA-Bohol) |
| Dancing | | |
| Sports Writing | | |
| Lyrst | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|------------------|---|-------------|--------------------------|
| SIGNATURE |  | DATE | DECEMBER 30, 2024 |
|------------------|---|-------------|--------------------------|

| | | |
|--|--|---|
| 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)? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ | |
| 39. Have you acquired the status of an immigrant or permanent resident of another country? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ | |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) | | |
| NAME | ADDRESS | TEL. NO. |
| ROSE ANN JEAN D. MERQUITA, LPT | BUGHO, LOON, BOHOL | 0920-547-8089 |
| MARK GILL ALMEDILLA, LPT | BAGACAY KAWAYAN, LOON, BOHOL | 0999-953-4665 |
| | | |
| 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: 2068-4601-8743-6410 ID/License/Passport No.: 0212684 Date/Place of Issuance: 08/02/2024 @PRC Bohol | <div style="text-align: center;"> Signature (Sign inside the box) DECEMBER 30, 2024 Date Accomplished </div> | <div style="text-align: center;"> REGINE Q. SEVILLA PHOTO <div style="border: 1px solid black; height: 80px; width: 100%;"></div> Right Thumbmark </div> |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. <div style="border: 1px solid black; width: 250px; height: 60px; margin: 0 auto; text-align: center; padding-top: 10px;"> Person Administering Oath </div> | | |