

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	Canlas		
FIRST NAME	Vincent		
MIDDLE NAME	Tongo		
3. DATE OF BIRTH (mm/dd/yyyy)	06/30/2000		
4. PLACE OF BIRTH	Quezon City		
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:		
7. HEIGHT (m)	5'10		
8. WEIGHT (kg)	73		
9. BLOOD TYPE	B		
10. GSIS ID NO.	n/a		
11. PAG-IBIG ID NO.	n/a		
12. PHILHEALTH NO.	n/a		
13. SSS NO.	11/0		
14. TIN NO.	11/6		
15. AGENCY EMPLOYEE NO.			
16. CITIZENSHIP	Filipino		
	If holder of dual citizenship, please indicate the details.		
17. RESIDENTIAL ADDRESS	23 Jambis Street House/Block/Lot No. Pasong Tamo Barangay Subdivision/Village Quezon City Metro Manila City/Municipality Province		
ZIP CODE			
18. PERMANENT ADDRESS	23 Jambis Street House/Block/Lot No. Pasong Tano Barangay Subdivision/Village Quezon City Metro Manila City/Municipality Province		
ZIP CODE			
19. TELEPHONE NO.	11/9		
20. MOBILE NO.	0995 995 1048		
21. E-MAIL ADDRESS (if any)	vincent.canlas@neu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mmdd/yyyy)
FIRST NAME			NAME EXTENSION (JR., SR.)	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Canlas			
FIRST NAME	Rolando	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	Mangalili			
25. MOTHER'S MAIDEN NAME				
SURNAME	Canlas			
FIRST NAME	Amelia			
MIDDLE NAME	Tongo		(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 (1st)	YEAR GRADUATED	SCHOLARSHIP/Academic Honors Received
			From	To			
ELEMENTARY							
SECONDARY	New Era University						
VOCATIONAL / TRADE COURSE							
COLLEGE	New Era University	BSIT					
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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IV. CIVIL SERVICE ELIGIBILITY

(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 Latched Work Experience Grid.

(Continue on separate sheet if necessary)

SIGNATURE

DATE

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

(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)

(Continue on separate sheet if necessary)

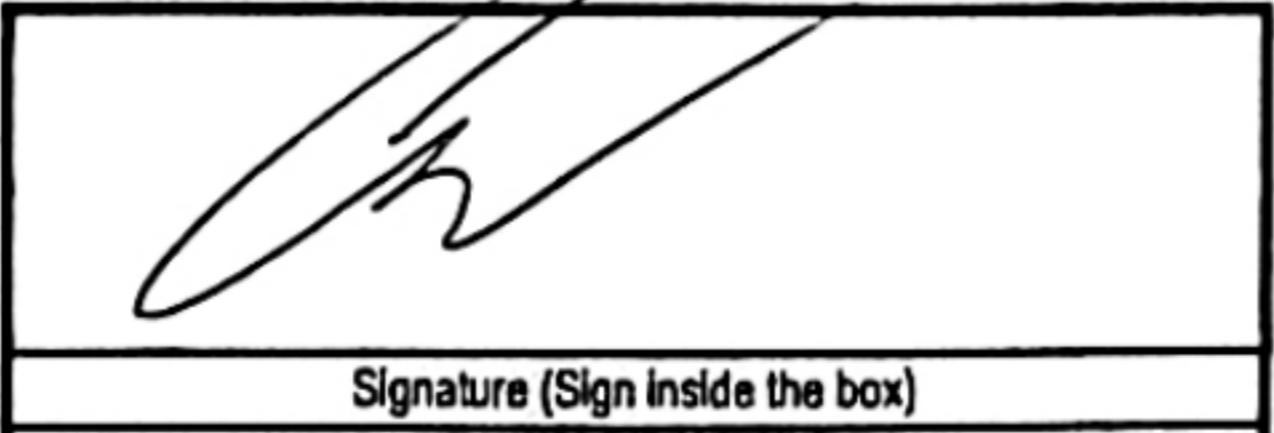
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
		(Write in full)	(Write in full)

(Continue on separate sheet if necessary)

SIGNATURE

DATE

<p>34. Are you related by consanguinity or affinity to appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country):</p> <hr/>												
<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</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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No:</p> <hr/>												
<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="text-align: center; width: 33%;">NAME</th> <th style="text-align: center; width: 33%;">ADDRESS</th> <th style="text-align: center; width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Ella Caberte</td> <td style="text-align: center;">Lucson Ave QC</td> <td style="text-align: center;">09773355234</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;">  </div>		NAME	ADDRESS	TEL. NO.	Ella Caberte	Lucson Ave QC	09773355234						
NAME	ADDRESS	TEL. NO.											
Ella Caberte	Lucson Ave QC	09773355234											
<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>													
<p>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: Driver's License</p> <p>ID/License/Passport No.: NOZ-19-017359</p> <p>Date/Place of Issuance:</p>	 <p>Signature (Sign inside the box)</p> <hr/> <p>Date Accomplished</p> <hr/> <div style="border: 1px solid black; width: 100%; height: 50px; margin-top: 10px;"></div> <p>Right Thumbmark</p>												

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

Person Administering Oath

Republic of the Philippines
Department of Transportation and Communications
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

DATE

On-the-Job Training Contract

I, Vincent T. Conlas, a student presently enrolled at New Era University, pursuant to the Memorandum Circular dated 10 January 1975 of the Labor, hereby abide by the following terms and conditions in connection with the practicum course or on-the-job training with the Land Transportation Office:

1. That I shall observe all existing reasonable office rules and regulations of the LTO while on training;
2. That I shall not claim nor be paid any compensation whatsoever while on training;
3. That the LTO shall have no liability for any injury and/or incapacity that may befall me while inside the LTO compound and its premises due to my fault or negligence or fortuitous event while undergoing training;
4. That I shall undergo office training in the LTO in compliance with the requirements of my course;
5. That I shall submit all the necessary requirements required by the Office before undergoing training.

In witness hereof, I have hereunto set my signature on this _____ day of _____
at _____.

Conform5e:

Student-Trainee
With my Parental Consent

Teacher-Supervisor

Parent/Guardian's Name and Address

Action by the Office

To: _____

Having complied with the required documents and condition for On-the-Job Training, your request for office training at the _____, this Office is hereby granted subject to the final approval by the Assistant Secretary.

Recommending Approval:

LADIE LYN G. FUDERANAN
Administrative Officer IV
OIC, Human Resource Development Section



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New Era University
No. 9 Central Avenue New Era Quezon City 1107, Philippines
Tel. No.: (632) 981-4221 to 4231 | Fax: (632) 981-4240
Web Site: www.neu.edu.ph

2 February 2023

Ms. LADIE LYN G. FUDERANAN
OIC – Human Resource Development Section
LAND TRANSPORTATION OFFICE
LTO East Ave., Quezon City

Dear Madam:

We would like to request your good office permission's to accommodate **Mr. VINCENT T. CANLAS**, a senior BS Information Technology student of New Era University who is required to undergo an on-the-job training for a maximum of three hundred (300) hours on information technology related works.

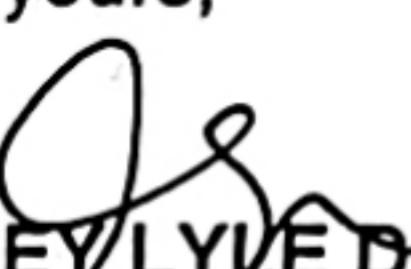
The aforementioned student will perform his duties and function as a trainee subject to the policies and regulation of your training program.

Should your office be able to accommodate our student, we would like to request further that you evaluate his performance after the training so that we can identify areas for possible improvement (please see attached form).

Please feel free to communicate with us at telephone number 981-42-21 local 3825.

We will highly appreciate any accommodation and assistance you may extend to our student.

Very truly yours,


Dr. AUDREY LYLE DM. DIEGO
Dean- College of Informatics and Computing Studies



New Era University

No. 9 Central Avenue New Era, Quezon City 1107, Philippines
Tel. No.: (632) 8981-42-21 to 31 ; Fax No.: (632) 8981-4240
Web Site: www.neu.edu.ph

CERTIFICATION

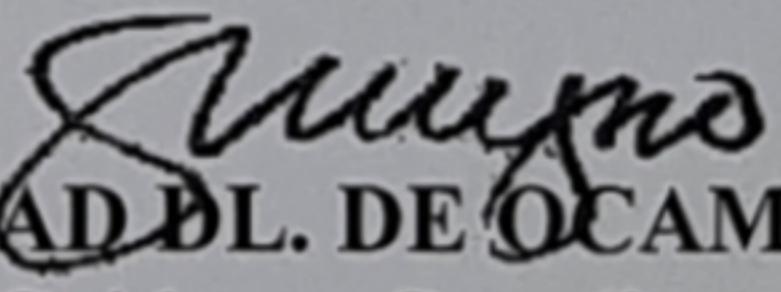
January 25, 2023

To Whom It May Concern:

This is to certify that Mr. VINCENT T. CANLAS,
a 4th year BS INFORMATION TECHNOLOGY student of
New Era University, School Year 2022 - 2023 is of Good Moral Character.

This further attests that the above mentioned student has not violated any rules and regulations imposed by the school throughout his stay in the University.

This certificate is hereby issued on the request of the student concerned for whatever legal purpose and intent it may serve.


FELICIDAD D.L. DE OCAMPO, RGC
Guidance Coordinator

Not valid without seal



Republic of the Philippines
Office of the Barangay Captain
Quezon City, Metro Manila

BARANGAY COUNCIL
PASONG TAMO

MAE A. TAGLE
Barangay Captain

Barangay Councilmen

STEPHANIE TRICIA C. PILAR

CHARMAINE G. DEUNA

KATHERINE E. MARCOS

CONRADO S. IGNACIO

JINGER ANNE M. DE JESUS

JANE PAULINE R. DIAZ
SK Chairwoman

MARY JEAN A. TAGLE
Barangay Administrator

MONICO F. MONTESA
Executive Officer-BPSO

TO WHOM IT MAY CONCERN:

This is to CERTIFY that the person whose name, picture, signature, and ^{Control No.}A217-020323 - 065 print appearing hereon has requested a BARANGAY CLEARANCE from this office and the result(s) is/are listed below:

First name : VINCENT
Middle name : TONGOL
Last name : CANLAS
Address : 23 TAMBIS ST. LUZON AVENUE
BARANGAY PASONG TAMO, QUEZON CITY
Birthday : 30-Jun-00
Place of Birth : QUEZON CITY
Citizenship : FILIPINO
Status : SINGLE
Date Issued : February 3, 2023



This is to CERTIFY further that he / she has no derogatory record filed and / or pending against him/her before his office. *Provided however,* that any complaint against his / her application and purpose found valid shall be sufficient cause for revocation of this clearance.

THIS CERTIFICATE IS ISSUED FOR IDENTIFICATION/RESIDENCY

VALID UNTIL : 06-May-23

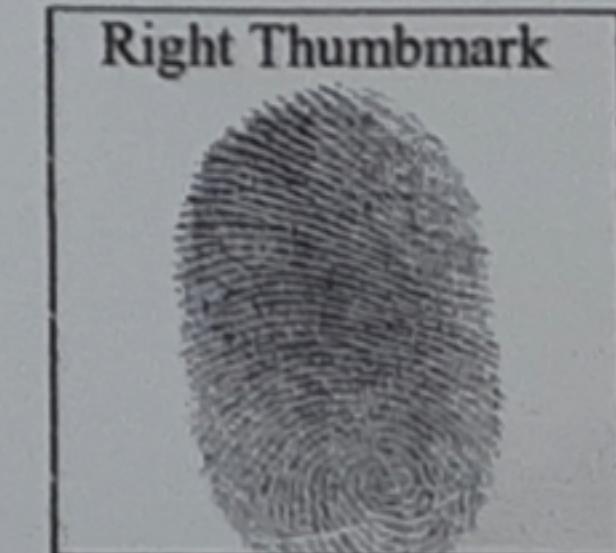
Not Valid Without
Official

Note: Any alteration and deletion cancels this certification. Seal

PDF



Mr. Conrado S. Ignacio
MAE A. TAGLE
Barangay Captain



"**MAASAHANG TUNAY**"