

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 if accomplished through own handwriting. Tick appropriate boxes ☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME					
2. FIRST NAME				NAME EXTENSION (JR., SR)	
MIDDLE NAME					
3. DATE OF BIRTH (dd/mm/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship		
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization		
5. SEX AT BIRTH	<input type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:		
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS			
7. HEIGHT (m)			House/Block/Lot No. Street		
8. WEIGHT (kg)			Subdivision/Village Barangay		
9. BLOOD TYPE			City/Municipality Province		
10. UMID ID NO.			ZIP CODE		
11. PAG-IBIG ID NO.		18. PERMANENT ADDRESS			
12. PHILHEALTH NO.			House/Block/Lot No. Street		
13. PhilSys Number (PSN):			Subdivision/Village Barangay		
14. TIN NO.			City/Municipality Province		
15. AGENCY EMPLOYEE NO.			ZIP CODE		
		19. TELEPHONE NO.			
		20. MOBILE NO.			
		21. E-MAIL ADDRESS (if any)			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME		NAME EXTENSION (JR., SR)		
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							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	(wet signature/e-signature/digital certificate)	DATE	
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