

# 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 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  If holder of dual citizenship, please indicate the details.  <input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: <span style="float: right;">▼</span>		
4. PLACE OF BIRTH			
5. SEX AT BIRTH	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
6 CIVIL STATUS	<input type="checkbox"/> Single	<input type="checkbox"/> Married	17. RESIDENTIAL ADDRESS  House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____  ZIP CODE
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated	
	<input type="checkbox"/> Other/s:		
7. HEIGHT (m)			
8. WEIGHT (kg)			
9. BLOOD TYPE			
10. UMID ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. PhilSys Number (PSN):	19. TELEPHONE NO.		
14. TIN NO.	20. MOBILE NO.		
15. AGENCY EMPLOYEE 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**

**DATE**