

# 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 ☐es ( ) 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)
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## I. PERSONAL INFORMATION

2. SURNAME	ALBERIO		
FIRST NAME	JAKE DENVER		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	11-06-2023	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<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	MAMBURAO, OCCIDENTAL MINDORO		N/A
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:	17. RESIDENTIAL ADDRESS  ZIP CODE	N/A SISON ST. <i>House/Block/Lot No. Street</i>
7. HEIGHT (m)	173		N/A BARANGAY 7 <i>Subdivision/Village Barangay</i>
8. WEIGHT (kg)	65		MAMBURAO OCCIDENTAL MINDORO <i>City/Municipality Province</i>
9. BLOOD TYPE	A		5106
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS  ZIP CODE	N/A SISON ST. <i>House/Block/Lot No. Street</i>
12. PHILHEALTH NO.	N/A		PAYOMPON <i>Subdivision/Village Barangay</i>
13. SSS NO.	N/A		MAMBURAO OCCIDENTAL MINDORO <i>City/Municipality Province</i>
14. TIN NO.	N/A	5106	
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09067782016
		21. E-MAIL ADDRESS (if any)	ALBERIOJAKE27@GMAIL.COM

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	JOJO	11-23-2023
MIDDLE NAME	N/A		NANA	10-30-2023
OCCUPATION	N/A		JOJOS	10-29-2023
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	ALBERIO			
SURNAME	ALBERIO			
FIRST NAME	LOLITA			
MIDDLE NAME	BAHES		(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		LEVEL/  UNITS EARNED	YEAR GRADUAT ED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PAYOMPON ELEMENTARY	PRIMARY	2004	2011	N/A	2011	N/A
SECONDARY	OCCIDENTAL MINDORO NATIONAL HIGH SCHOOL	ICT	2011	2017	N/A	2017	N/A
VOCATIONAL /	N/A	N/A			N/A		N/A
COLLEGE	OCCIDENTAL MINDORO STATE COLLEGE	INFORMATION TECHNOLOGY	2019	2023	N/A	2023	HONORS
GRADUATE STUDIES	N/A	N/A	N/A		N/A	N/A	N/A

***(Continue on separate sheet if necessary)***

<b>SIGNATURE</b>		<b>DATE</b>	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
NON OFW		11-06-2023	11-16-2023	400	CAPTAIN	
		10-01-2023	11-01-2023			
NON-PROFIT		10-01-2023	11-01-2023	6000	MANAGER	
(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)						
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
N/A			11-07-2023	N/A	N/A	N/A
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
N/A		N/A			N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: N/A</div>	
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: N/A</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: N/A Status of Case/s: N/A</div>	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: N/A</div>	
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?		<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
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?		<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>	
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?		<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			
NAME		ADDRESS	
TEL. NO.			
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.		<div><div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div>	
<div>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of</div> <div>Government Issued ID:</div> <div>ID/License/Passport No.:</div> <div>Date/Place of Issuance:</div>		<div>Signature (Sign inside the box)</div> <div>Date Accomplished</div>	
SUBSCRIBED AND SWORN to before me this		, affiant exhibiting his/her validly issued government ID as indicated above.	
		Person Administering Oath	