

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)

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			
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		N/A
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	N/A SISON ST.
			House/Block/Lot No. Street
			N/A BARANGAY 7
7. HEIGHT (m)	173		Subdivision/Village Barangay
8. WEIGHT (kg)	65	ZIP CODE	MAMBURAO OCCIDENTAL MINDORO
9. BLOOD TYPE	A		City/Municipality Province
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	N/A SISON ST.
11. PAG-IBIG ID NO.	N/A		House/Block/Lot No. Street
12. PHILHEALTH NO.	N/A		PAYOMPON
13. SSS NO.	N/A	ZIP CODE	Subdivision/Village Barangay
14. TIN NO.	N/A		MAMBURAO OCCIDENTAL MINDORO
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	City/Municipality Province
		20. MOBILE NO.	5106
		21. E-MAIL ADDRESS (if any)	N/A
			09067782016
			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		
	MIDDLE NAME	N/A		
OCCUPATION	N/A		JOJO	11-23-2023
EMPLOYER/BUSINESS NAME	N/A		NANA	10-30-2023
BUSINESS ADDRESS	N/A		JOJOS	10-29-2023
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		HIGHEST LEVEL/ UNITS EARNED	YEAR GRADUATED	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)

SIGNATURE		DATE	
-----------	--	------	--

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 type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</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 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: Date Filed: _____ Status of Case/s: _____</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 type="checkbox"/> NO</div> <div>If YES, give details: _____</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><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></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	