

**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	PANIS		
FIRST NAME	CELWYN ALEXIS		
MIDDLE NAME	BALASE		
3. DATE OF BIRTH (mm/dd/yyyy)	08/07/1984	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: <input type="button" value="▼"/>
4. PLACE OF BIRTH	CAGAYAN DE ORO CITY		
5. SEX	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	
7. HEIGHT (m)	1.62 m	17. RESIDENTIAL ADDRESS  ZIP CODE	N/A House/Block/Lot No. <b>PUROK 2</b> Subdivision/Village <b>MAMBAJAO</b> City/Municipality <b>CAMIGUIN</b> Province 9100
8. WEIGHT (kg)	60.5 kg		
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS  ZIP CODE	N/A House/Block/Lot No. <b>PUROK 2</b> Subdivision/Village <b>MAMBAJAO</b> City/Municipality <b>CAMIGUIN</b> Province 9100
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121152565287		
12. PHILHEALTH NO.	150500901499		
13. SSS NO.	08-1428059-5	19. TELEPHONE NO.	N/A
14. TIN NO.	932-114-855	20. MOBILE NO.	09057620224
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:celwynalexispanis@gmail.com">celwynalexispanis@gmail.com</a>

**II. FAMILY BACKGROUND**

22. SPOUSE'S SURNAME	GUIANG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ETHER	NAME EXTENSION (JR., SR) N/A	PENIEL ALEXIS G. PANIS	08/15/2017
MIDDLE NAME	GAMALI		PHIL JETHRO G. PANIS	07/03/2019
OCCUPATION	TEACHER I		PAUL JACOB G. PANIS	10/02/2025
EMPLOYER/BUSINESS NAME	DEPARTMENT OF EDUCATION			
BUSINESS ADDRESS	MAMBAJAO NATIONAL HIGH SCHOOL			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PANIS			
FIRST NAME	MAXIMILIAN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CODOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	BALASE			
FIRST NAME	THELMA			
MIDDLE NAME	BATAHOY		(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	CASINGLOT ELEMENTARY SCHOOL	ELEMENTARY	1990	1997	GRADUATED	1997	N/A
SECONDARY	PUNTOD NATIONAL HIGH SCHOOL	HIGH SCHOOL	1997	2002	GRADUATED	2002	N/A
VOCATIONAL / TRADE COURSE	SIAM FOUNDATION INC.	ONE-YEAR COMPUTER TECHNICIAN COURSE	2002	2003	GRADUATED	2003	N/A
TESDA - CAMIGUIN SCHOOL OF ARTS AND TRADE		BOOKKEEPING NATIONAL CERTIFICATE III	2021	2021	COMPLETED	2021	N/A
COLLEGE	CAPITOL UNIVERSITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION-HRDM	2008	2014	GRADUATED	2014	N/A
CAMIGUIN POLYTECHNIC STATE COLLEGE		PROFESSIONAL EDUCATION - BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION- HOME ECONOMICS	2021	2022	COMPLETED	2022	N/A
BRIGHAM YOUNG UNIVERSITY-PATHWAY WORLDWIDE		PATHWAY CONNECT 1-3	JAN. 2025	JUNE 2025	COMPLETED	2025	N/A
BRIGHAM YOUNG UNIVERSITY-IDaho		ASSOCIATE DEGREE IN SOFTWARE DEVELOPMENT	2025	ONGOING			
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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**IV. CIVIL SERVICE ELIGIBILITY**

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	PROFESSIONAL TEACHER	77.20	MARCH 19, 2023	CAGAYAN DE ORO CITY	2065645	7/8/2026
	FIRE OFFICER ELIGIBILITY	80.00	JUNE 24, 2018	CAGAYAN DE ORO CITY	N/A	N/A
	DRIVER'S LICENSE	N/A	N/A	MAMBAJAO CAMIGUIN	K05-17-000705	08/07/2032
(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 attached Work Experience sheet.*

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
04/03/2023	06/30/2025	ADMINISTRATIVE AIDE I	CAMIGUIN GENERAL HOSPITAL	13,000.00	1	CONTRACT OF SERVICE	YES	
01/04/2016	11/02/2019	ADMINISTRATIVE ASSISTANT III	DSWD 4Ps	19,744.60	8	MOA	YES	
08/25/2015	12/31/2015	PROJECT DEVELOPMENT OFFICER II	DSWD SLP	24,887.00	10	MOA	YES	
07/11/2008	05/27/2011	IT/STUDENT ASSISTANT	ICTS, CAPITOL UNIVERSITY	150.00	N/A	WORKING SCHOLAR	NO	
(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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	LDS CHURCH ORGANIZATION	07/28/2008	PRESENT	N/A	PRESIDENT'S COUNSELOR/ CLERK/TECHNOLOGY SPECIALIST/ TEACHER AND MISSIONARY

*(Continue on separate sheet if necessary)*

#### **VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

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

## **VIII. OTHER INFORMATION**

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
TEACHING	N/A	CAPITOL UNIVERSITY ALUMNI
DRAWING/Painting/SKETCHING		JUNIOR PEOPLE MANAGEMENT ASSOCIATION
ANIMATION AND VIDEO EDITING		WORKING SCHOLAR ASSOCIATION
CREATING WEB PAGES, GAMES ETC.		STUDENT PEER FACILITATOR ASSOCIATION
FISHING		LATTER-DAY SAINT STUDENT ASSOCIATION
		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) INC.

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	
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<p>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,</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  <input type="checkbox"/> YES <input checked="" 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  If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, give details:  Date Filed: _____  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  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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO  If YES, give details:  <b>FINISHED OF CONTRACT</b></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  If YES, give details:  <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, give details:  <hr/></p> </p>																
<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  If YES, give details (country):  <hr/></p>																
<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 items:</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  If YES, please specify:  <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, please specify ID No:  <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, please specify ID No:  <hr/></p> </p></p>																
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p>																	
<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>GLOFELIA J. UAYAN</td> <td>CAGAYAN DE ORO CITY</td> <td></td> </tr> <tr> <td>MELODY D. RIBO</td> <td>MAMBAJAO CAMIGUIN</td> <td>9774239415</td> </tr> <tr> <td>GERWIN B. CADORNA</td> <td>MAMBAJAO CAMIGUIN</td> <td>9657881525</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	GLOFELIA J. UAYAN	CAGAYAN DE ORO CITY		MELODY D. RIBO	MAMBAJAO CAMIGUIN	9774239415	GERWIN B. CADORNA	MAMBAJAO CAMIGUIN	9657881525	<div style="border: 1px solid black; padding: 10px;"> <p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> </div>				
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<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 style="text-align: center;">PHOTO</p>																
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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_

instant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath