

# 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	Abella		
FIRST NAME	Adelaida		
MIDDLE NAME	Barcenas		
3. DATE OF BIRTH (mm/dd/yyyy)	May 20, 1990	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino
4. PLACE OF BIRTH	Victoria, Laguna		<input type="checkbox"/> Dual Citizenship
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	Pls. indicate country: ▼	
7. HEIGHT (m)	16.4592	17. RESIDENTIAL ADDRESS  ZIP CODE	M.L.Quezon House/Block/Lot No. Street San Roque Subdivision/Village Barangay Victoria Laguna City/Municipality Province
8. WEIGHT (kg)	60		4011
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS  ZIP CODE	M.L.Quezon House/Block/Lot No. Street San Roque Subdivision/Village Barangay Victoria Laguna City/Municipality Province
10. GSIS ID NO.	1231231		4011
11. PAG-IBIG ID NO.	14123423		
12. PHILHEALTH NO.	2342424		
13. SSS NO.	123123		
14. TIN NO.	1231231	19. TELEPHONE NO.	
15. AGENCY EMPLOYEE NO.		20. MOBILE NO.	09876543216
		21. E-MAIL ADDRESS (if any)	<a href="mailto:abella@gmail.com">abella@gmail.com</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Abella		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	Mark	NAME EXTENSION (JR., SR)	Alvin S. Abella
	MIDDLE NAME	Dela Cruz		
OCCUPATION	Company Manager			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS	Manila, Philippines			
TELEPHONE NO.	9764523456			
24. FATHER'S SURNAME	Barcenas			
FIRST NAME	Adolfo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Kampitan			
25. MOTHER'S MAIDEN NAME	Espirito			
SURNAME	Barcenas			
FIRST NAME	Alma			
MIDDLE NAME	Talucod			(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Victoria Elementary School		22/06/1996	22/06/2001	Grade 6	2001	
SECONDARY	San Roque National High School		22/06/2001	22/06/2007	4th Year	2007	
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	
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#### **IV. CIVIL SERVICE ELIGIBILITY**

**(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.*

**(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**

**(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)*

**(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)
	<b>Project management</b>	<b>Philippine Society of Public Administrators</b>		<b>2019 – Present</b>
	<b>Reading</b>	<b>Human Resource Professionals Network</b>		<b>2018 – Present</b>
	<b>Public speaking</b>			

**(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 chief of bureau or office or to the person who has immediate supervision over you in the 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>												
<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> <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>												
<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, give details: _____</p>												
<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: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, give details: _____</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): _____</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</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: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, please specify ID No.: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES, please specify ID No.: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; background-color: #cccccc;">NAME</th> <th style="text-align: center; background-color: #cccccc;">ADDRESS</th> <th style="text-align: center; background-color: #cccccc;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 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>	NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.											
<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>PHOTO</p>												
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></p> <p>Government Issued ID:</p> <p>ID/License/Passport No.:</p> <p>Date/Place of Issuance:</p>	<p>_____</p> <p>Signature (Sign inside the box)</p> <p>_____</p> <p>Date Accomplished</p>	<p>_____</p> <p>Right Thumbmark</p>											

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.



Person Administering Oath