

# 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<br>(dd/mm/yyyy) |  | 16.<br>CITIZENSHIP                                          |                          |
| 4.PLACE OF BIRTH                |  | If holder of dual citizenship, please indicate the details. | Pls. indicate country:   |
| 5.SEX AT BIRTH                  |  |                                                             |                          |
| 6CIVIL STATUS                   |  | 17.<br>RESIDENTIAL ADDRESS                                  |                          |
|                                 |  | House/Block/No.                                             | Street                   |
|                                 |  | Subdivision/V                                               | Barangay                 |
| 7.HEIGHT (m)                    |  | City/Municipality                                           | Province                 |
| 8.WEIGHT (kg)                   |  | ZIP CODE                                                    |                          |
| 9. BLOOD TYPE                   |  | 18.<br>PERMANENT ADDRESS                                    |                          |
|                                 |  | House/Block/No.                                             | Street                   |
| 10. UMID ID NO.                 |  | Subdivision/V                                               | Barangay                 |
| 11. PAG-IBIG ID NO.             |  | City/Municipality                                           | Province                 |
| 12.PHILHEALTH NO.               |  | ZIP CODE                                                    |                          |
| 13.PhilSys Number (PSN):        |  | 19.<br>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<br>(Write full name and list all) | DATE OF BIRTH<br>(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<br>EXTENSION (JR.,<br>SR)                 |                            |    |                                                               |                                           |                                                |
|                                           | MIDDLE NAME                  |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           |                              |                                                     |                                                |                            |    |                                                               |                                           |                                                |
| 25.                                       | MOTHER'S MAIDEN NAME         |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | SURNAME                      |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | FIRST NAME                   |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | MIDDLE NAME                  |                                                     |                                                |                            |    |                                                               | (Continue on separate sheet if necessary) |                                                |
| III.<br>EDUCATIONAL<br>BACKGROUND         |                              |                                                     |                                                |                            |    |                                                               |                                           |                                                |
| 26.                                       | LEVEL                        | NAME OF<br>SCHOOL<br>(Write in full)                | BASIC<br>EDUCATION/DEGREE/C<br>(Write in full) | PERIOD<br>OF<br>ATTENDANCE |    | HIGHEST<br>LEVEL/<br>UNITS<br>EARNED<br>(if not<br>graduated) | YEAR<br>GRADUATED                         | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>RECEIVED |
|                                           |                              |                                                     |                                                | From                       | To |                                                               |                                           |                                                |
|                                           | ELEMENTARY                   |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | SECONDARY                    |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | VOCATIONAL /<br>TRADE COURSE |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | COLLEGE                      |                                                     |                                                |                            |    |                                                               |                                           |                                                |
|                                           | GRADUATE STUDIES             |                                                     |                                                |                            |    |                                                               |                                           |                                                |
| (Continue on separate sheet if necessary) |                              |                                                     |                                                |                            |    |                                                               |                                           |                                                |
| SIGNATURE                                 |                              | (wet signature/e-<br>signature/digital certificate) |                                                | DATE                       |    |                                                               |                                           |                                                |

(e-  
signature  
or actual  
signature  
or digital  
certificate)



