

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)
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I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR) N.A.
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)	16. CITIZENSHIP <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization If holder of dual citizenship, please indicate the details. <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-top: 10px;"></div>		
4. PLACE OF BIRTH			
5. SEX	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	
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:	17. RESIDENTIAL ADDRESS House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 5300	
7. HEIGHT (m)			
8. WEIGHT (kg)			
9. BLOOD TYPE			
10. GSIS ID NO.	2004013331	18. PERMANENT ADDRESS House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE	
11. PAG-IBIG ID NO.	0402121721510		
12. PHILHEALTH NO.	090202381119		
13. SSS NO.	N/A		
14. TIN NO.	439-323-339	19. TELEPHONE NO. 20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.	252		
21. E-MAIL ADDRESS (if any)			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	NAME EXTENSION (JR., SR) N.A.		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				

24. FATHER'S SURNAME FIRST NAME MIDDLE NAME							
		NAME EXTENSION (JR., SR) N.A.					
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME							
				(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		ELEMENTARY					
SECONDARY		HIGH SCHOOL					
VOCATIONAL / TRADE COURSE							
TERTIARY							
GRADUATE STUDIES							
<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE				DATE			

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.

XXX NOTHING FOLLOWS XXX							
<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE				DATE			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

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

<i>(Continue on separate sheet if necessary)</i>					
VIII. OTHER INFORMATION					
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
COMPUTER PROGRAMMING	N/A			COMPUTING SOCIETY OF THE PHILIPPINES	
DATABASE DESIGN & DEVELOPMENT	N/A			- NOTHING FOLLOWS -	
COMPUTER HARDWARE OPERATIONS AND TROUBLESHOOTING	N/A				
SOFTWARE APPLICATIONS UTILIZATION	N/A				
2D ANIMATION	N/A				
WEB DESIGN & DEVELOPMENT	N/A				
COMPUTER NETWORK INSTALLATION	N/A				
<i>(Continue on separate sheet if necessary)</i>					
SIGNATURE			DATE		

<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</p> <p><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</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>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</p> <p>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</p> <p>If YES, give details:</p> <p><u>End of term</u></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</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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</p> <p>If YES, give details (country):</p> <hr/>	
<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</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>	
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p>		<p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p>
<p>NAME</p> <hr/>	<p>ADDRESS</p> <hr/>	<p>TEL. NO.</p> <hr/>

<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>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> <td style="width: 33%; padding: 5px;"></td> <td style="width: 33%; padding: 5px;"></td> </tr> <tr> <td>Government Issued ID:</td> <td colspan="2"></td> </tr> <tr> <td>ID/License/Passport No.:</td> <td colspan="2"></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td colspan="2"></td> </tr> </table>			Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>			Government Issued ID:			ID/License/Passport No.:			Date/Place of Issuance:		
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; padding: 5px;"></td> </tr> <tr> <td style="padding: 5px; text-align: center;">Person Administering Oath</td> </tr> </table>				Person Administering Oath										
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