

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  FIRST NAME  MIDDLE NAME				
			NAME EXTENSION (JR., SR)	
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	Filipino	Dual Citizenship by birth by naturalization Pls. indicate country:
4. PLACE OF BIRTH				
5. SEX	MaleFemale			
6 CIVIL STATUS  Single Widowed Other/s:	Single Widowed Other/s:	17. RESIDENTIAL ADDRESS     ZIP CODE		
			House/Block/Lot No. Street	
			Subdivision/Village Barangay	
7. HEIGHT (m)			City/Municipality Province	
8. WEIGHT (kg)				
9. BLOOD TYPE		18. PERMANENT ADDRESS     ZIP CODE	House/Block/Lot No. Street	
10. GSIS ID NO.			Subdivision/Village Barangay	
11. PAG-IBIG ID NO.			City/Municipality Province	
12. PHILHEALTH NO.				
13. SSS NO.				
14. TIN NO.		19. TELEPHONE NO.		
15. AGENCY EMPLOYEE NO.		20. MOBILE NO.		
		21. E-MAIL ADDRESS (if any)		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
		NAME EXTENSION (JR., SR)		
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME				
		NAME EXTENSION (JR., SR)		
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							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

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

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

**(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.***

[illegible]

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

<b>SIGNATURE</b>		<b>DATE</b>	
------------------	--	-------------	--

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

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

*(Continue on separate sheet if necessary)*

## VIII. OTHER INFORMATION

[illegible]

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

<b>SIGNATURE</b>		<b>DATE</b>	
------------------	--	-------------	--

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)?		YES YES If YES, give details: _____		NO NO _____	
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		YES If YES, give details: _____		NO _____	
		YES If YES, give details: Date Filed: _____ Status of Case/s: _____		NO _____	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		YES If YES, give details: _____		NO _____	
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?		YES If YES, give details: _____		NO _____	
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?		YES If YES, give details: _____		NO _____	
		YES If YES, give details: _____		NO _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?		YES If YES, give details (country): _____		NO _____	
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?		YES If YES, please specify: _____		NO _____	
		YES If YES, please specify ID No: _____		NO _____	
		YES If YES, please specify ID No: _____		NO _____	
		YES If YES, please specify ID No: _____		NO _____	
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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID:</div> <div>ID/License/Passport No.:</div> <div>Date/Place of Issuance:</div>		<div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div>		<div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.					
<div></div> <div>Person Administering Oath</div>					