

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		NAME EXTENSION (JR., SR)	
FIRST NAME			
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)	16. CITIZENSHIP		
4. PLACE OF BIRTH	If holder of dual citizenship, please indicate the details.		
	16. CITIZENSHIP		
5. SEX	☐ Male	☐ Female	☐ Filipino
6. CIVIL STATUS	☐ by birth ☐ by naturalization		
	P/s. indicate country:		
7. HEIGHT(m)	17. RESIDENTIAL ADDRESS		
8. WEIGHT (kg)	House/Block/Lot No. Street		
9. BLOOD TYPE	Subdivision/Village Barangay		
	City/Municipality Province		
10. GSIS ID NO	18. PERMANENT ADDRESS		
11. PAG-IBIG ID NO.	House/Block/Lot No. Street		
	Subdivision/Village Barangay		
12. PHILHEALTH NO.	City/Municipality Province		
13. SSS NO.	19. 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 (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	NAME EXTENSION (JR., SR)		
FIRST NAME			
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

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
ELEMENTARY			From	To			
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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IN VOLUNTARY WORK OR INVOLVEMENT IN CIVIC, NON-GOVERNMENT, PEOPLE AND COMMUNITY ORGANIZATIONS

[illegible]

VI. LEARNING AND DEVELOPMENT (LAD) INTERVENTIONS TRAINING PROSPERUS ATTENDED

[illegible]

Other people

[illegible]

SIGNATURE		DATE
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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☐ NO ☐ YES☐ NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES☐ NO If YES, give details: _____ ☐ YES☐ NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES☐ NO If YES, give details: _____												
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☐ NO If YES, give details: _____												
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☐ NO If YES, give details: _____ ☐ YES☐ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES☐ NO If YES, give details (country): _____												
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☐ NO If YES, please specify: _____ ☐ YES☐ NO If YES, please specify ID No.: _____ ☐ YES☐ NO If YES, please specify ID No.: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/employee)	<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table> 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 PHOTO	NAME	ADDRESS	TEL. NO.									
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.	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government issued ID: _____ ID/License/Passport No.: _____ Date/Place of Issuance: _____ Signature (Sign inside the box) Date Accomplished Right Thumbmark												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
Person Administering Oath													