

# 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 box  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			NAME EXTENSION (JR., SR) N/A
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)			16. CITIZENSHIP
4. PLACE OF BIRTH			If holder of dual citizenship, please indicate the details.
5. SEX			Pls. indicate country:
6 CIVIL STATUS	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	House/Block/Lot No. <span style="float: right;">Street</span>		
8. WEIGHT (kg)	Subdivision/Village <span style="float: right;">Barangay</span>		
9. BLOOD TYPE	City/Municipality <span style="float: right;">Province</span>		
10. GSIS ID NO.	ZIP CODE		
11. PAG-IBIG ID NO.	18. PERMANENT ADDRESS		
12. PHILHEALTH NO.	House/Block/Lot No. <span style="float: right;">Street</span>		
13. SSS NO.	Subdivision/Village <span style="float: right;">Barangay</span>		
14. TIN NO.	City/Municipality <span style="float: right;">Province</span>		
15. AGENCY EMPLOYEE NO.	ZIP CODE		
	19. TELEPHONE NO.		
	20. MOBILE 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				
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME				
<i>(Continue on separate sheet if necessary)</i>				

**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)*

<b>SIGNATURE</b>		<b>DATE</b>	
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**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

*(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)*

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			

*(Continue on separate sheet if necessary)*

**VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

<b>SIGNATURE</b>		<b>DATE</b>	
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or 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,  
 a. within the third degree?  
 b. within the fourth degree (for Local Government Unit - Career Employees)?

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?

If YES, give details: \_\_\_\_\_

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?

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?

\_\_\_\_\_

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?

If YES, give details: \_\_\_\_\_

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

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

a. Are you a member of any indigenous group?  
 b. Are you a person with disability?  
 c. Are you a solo parent?

If YES, please specify: \_\_\_\_\_

If YES, please specify ID No: \_\_\_\_\_

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

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

42. \_\_\_\_\_

PHOTO

Right Thumbmark

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

\_\_\_\_\_

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

Person Administering Oath