

# 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                    |  |   | NAME EXTENSION (JR., SR)  |
| MIDDLE NAME                   |  |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) |  | 16. CITIZENSHIP   | <input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             |  | If holder of dual citizenship, please indicate the details. |   |
| 5. SEX                        | <input type="checkbox"/> Male <input type="checkbox"/> Female  |   |   |
| 6. CIVIL STATUS               | <input type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     |   |
| 7. HEIGHT (m)                 |  | ZIP CODE  | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province  |
| 8. WEIGHT (kg)                |  |   |   |
| 9. BLOOD TYPE                 |  | 18. PERMANENT ADDRESS                                       |   |
| 10. GSIS ID NO.               |  | ZIP CODE  | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province  |
| 11. PAG-IBIG ID NO.           |  |   |   |
| 12. PHILHEALTH NO.            |  |   |   |
| 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     |                          |   |                            |
| FIRST NAME               | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |                          |   |                            |
| SURNAME                  |                          |   |                            |
| FIRST NAME               |                          |   |                            |
| MIDDLE NAME              |                          |   |                            |

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL        | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |    | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|------------------|-----------------------------------|--|----------------------|----|--|----------------|---------------------------------------|
|                  |                                   |  | From                 | To |  |                |                                       |
| ELEMENTARY       |                                   |  |                      |    |  |                |                                       |
| SECONDARY        |                                   |  |                      |    |  |                |                                       |
| VOCATIONAL /     |                                   |  |                      |    |  |                |                                       |
| COLLEGE          |                                   |  |                      |    |  |                |                                       |
| GRADUATE STUDIES |                                   |  |                      |    |  |                |                                       |

(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?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

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

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

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

b. Have you been criminally charged before any court?  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)?  YES  NO

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

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: \_\_\_\_\_

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?  YES  NO

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

b. Are you a person with disability?  YES  NO

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

c. Are you a solo parent?  YES  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  
4.5 cm. X 3.5 cm  
(passport size)

Computer generated or photocopied picture is not acceptable

PHOTO

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