

# 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                    | BALBARINO                 |   |                        |
| FIRST NAME                    | ELVIE                     | N/A   |                        |
| MIDDLE NAME                   | DUMAGUING                 |   |                        |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 3/8/1997                  | 16. CITIZENSHIP   | FILIPINO               |
| 4. PLACE OF BIRTH             | BAYBAY CITY, LEYTE        | If holder of dual citizenship, please indicate the details. | Pls. indicate country: |
| 5. SEX                        | FEMALE                    |   |                        |
| 6 CIVIL STATUS                | SINGLE                    | 17. RESIDENTIAL ADDRESS                                     |                        |
| 7. HEIGHT (m)                 | 149                       | House/Block/Lot No.   | Street                 |
| 8. WEIGHT (kg)                | 43                        | Subdivision/Village   | SABANG                 |
| 9. BLOOD TYPE                 | O+                        | BAYBAY CITY   | LEYTE                  |
| 10. GSIS ID NO.               | N/A                       | City/Municipality   | Province               |
| 11. PAG-IBIG ID NO.           | 121237865817              | ZIP CODE  | 6521                   |
| 12. PHILHEALTH NO.            | 13-025513087-1            | 18. PERMANENT ADDRESS                                       |                        |
| 13. SSS NO.                   | N/A                       | House/Block/Lot No.   | Street                 |
| 14. TIN NO.                   | 731-111-046               | Subdivision/Village   | SABANG                 |
| 15. AGENCY EMPLOYEE NO.       | T15352991                 | BAYBAY CITY   | LEYTE                  |
|                               |                           | City/Municipality   | Province               |
|                               |                           | ZIP CODE  | 6521                   |
| 19. TELEPHONE NO.             | N/A                       | 20. MOBILE NO.  | 09199318133            |
| 21. E-MAIL ADDRESS (if any)   | elviebalbarino@icloud.com |   |                        |

## II. FAMILY BACKGROUND

|                          |           |                          |   |                            |
|--------------------------|-----------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | N/A       |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | N/A       | N/A                      | N/A   | N/A                        |
| MIDDLE NAME              | N/A       |                          |   |                            |
| OCCUPATION               | N/A       |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | N/A       |                          |   |                            |
| BUSINESS ADDRESS         | N/A       |                          |   |                            |
| TELEPHONE NO.            | N/A       |                          |   |                            |
| 24. FATHER'S SURNAME     | BALBARINO |                          |   |                            |
| FIRST NAME               | EDGARDO   | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | URBONA    |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |                          |   |                            |
| SURNAME                  | DUMAGUING |                          |   |                            |
| FIRST NAME               | ANABELLE  |                          |   |                            |
| MIDDLE NAME              | RUBITE    |                          |   |                            |

(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/<br>UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/<br>ACADEMIC HONORS RECEIVED |
|---------------------------|-----------------------------------|--|----------------------|------------|--|----------------|--|
|                           |                                   |  | From                 | To         |  |                |  |
| ELEMENTARY                | BAYBAY NORTH CENTRAL SCHOOL       |  | 06-07-2004           | 03-27-2009 |  | 2009           | N/A                                      |
| SECONDARY                 | BAYBAY NATIONAL HIGH SCHOOL       |  | 06-06-2011           | 03-29-2013 |  | 2013           | N/A                                      |
| VOCATIONAL / VOCATIONAL / | N/A                               | N/A  | N/A                  | N/A        | N/A  | N/A            | N/A                                      |
| COLLEGE                   | VISAYAS STATE UNIVERSITY          | BACHELOR OF ARTS IN ENGLISH LANGUAGE             | 01-09-2017           | 06-15-2018 |  | 2018           | N/A                                      |
| GRADUATE STUDIES          | N/A                               | N/A  | N/A                  | N/A        | N/A  | N/A            | N/A                                      |

(Continue on separate sheet if necessary)

|                  |  |             |                   |
|------------------|--|-------------|-------------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | February 10, 2021 |
|------------------|--|-------------|-------------------|




| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S |                                 |     |                 |                           |
|---|---------------------------------|-----|-----------------|---------------------------|
| 29. NAME & ADDRESS OF ORGANIZATION<br>(Write in full)   | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|   | From                            | To  |                 |                           |
| N/A   | N/A                             | N/A | N/A             | N/A                       |

*(Continue on separate sheet if necessary)*

| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED  |  |           |                 |   |  |
|---|--|-----------|-----------------|---|--|
| <i>(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)</i> |  |           |                 |   |  |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full)  | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |           | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|   | From   | To        |                 |   |  |
| GENDER SENSITIVITY TRAINING AND ANI SEXUAL HARASSMENT ORIENTATION   | 9/14/2018  | 9/14/2018 | 8.0             |   | VISAYAS STATE UNIVERSITY                   |

|                                  |            |            |      |  |                                |
|----------------------------------|------------|------------|------|--|--------------------------------|
| MUTYA PUBLISHING ORIENTATION     | 7/26/2018  | 7/27/2018  | 12.0 |  | VISAYAS STATE UNIVERSITY       |
| CAS JOB SEEKING SEMINAR          | 5/28/2018  | 5/28/2018  | 8.0  |  | VISAYAS STATE UNIVERSITY       |
| TV PROGRAM PRODUCTION WORKSHOP   | 10/12/2017 | 10/13/2017 | 16.0 |  | VISAYAS STATE UNIVERSITY       |
| TEACHING STRATEGIES SEMINAR      | 10/1/2016  | 10/1/2016  | 8.0  |  | RIZAL TECHNOLOGICAL UNIVERSITY |
| LIFE SEMINAR                     | 9/30/2016  | 9/13/2016  | 4.0  |  | RIZAL TECHNOLOGICAL UNIVERSITY |
| THAT THING CALLED CHANGE SEMINAR | 2/17/2016  | 2/17/2016  | 8.0  |  | RIZAL TECHNOLOGICAL UNIVERSITY |
|                                  |            |            |      |  |                                |
|                                  |            |            |      |  |                                |

|  |   |  |
|--|---|--|
| <i>(Continue on separate sheet if necessary)</i> |   |  |
| <b>VIII. OTHER INFORMATION</b>                   |   |  |
| 31. SPECIAL SKILLS and HOBBIES                   | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br><small>(Write in full)</small> | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br><small>(Write in full)</small> |
| READING  | MONTEVERDE ELEMENTARY SCHOOL COMMUNITY OUTREACH PROGRAM                       | N/A  |
| DANCING  |   |  |
| SURFING  |   |  |
| WRITING POETRY                                   |   |  |
|  |   |  |
|  |   |  |
| <i>(Continue on separate sheet if necessary)</i> |   |  |
| <b>SIGNATURE</b>                                 |   | <b>DATE</b><br>02-10-2021  |

| <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>If YES, give details: _____</p>   |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
|--|--|------------|---------------------------|----------|--------------------------------------|-----------------------------|--|-------------|---|------------|----------|---------------------------------|-----------------|------------|--|-------------------|--|
| <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>If YES, give details: _____</p> <p>If YES, give details:<br/>Date Filed: _____<br/>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>If YES, give details: _____</p>   |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| <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>If YES, give details: _____</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>If YES, give details: _____</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>If YES, give details (country): _____</p>   |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| <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>If YES, please specify: _____</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p>   |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:40%;">NAME</th> <th style="width:30%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>GILBERT LOMOC SO</td> <td>POMPONAN, BAYBAY CITY LEYTE</td> <td>9168683225</td> </tr> <tr> <td>MARVIN BAAY</td> <td>UTOD, BAYBAY CITY LEYTE</td> <td>9551326998</td> </tr> <tr> <td>REA DIAZ</td> <td>CANDADAM, BAYBAY CITY LEYTE</td> <td>9270361052</td> </tr> </tbody> </table> |  | NAME       | ADDRESS                   | TEL. NO. | GILBERT LOMOC SO                     | POMPONAN, BAYBAY CITY LEYTE | 9168683225                                   | MARVIN BAAY | UTOD, BAYBAY CITY LEYTE   | 9551326998 | REA DIAZ | CANDADAM, BAYBAY CITY LEYTE     | 9270361052      |            |  |                   |  |
| NAME   | ADDRESS  | TEL. NO.   |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| GILBERT LOMOC SO   | POMPONAN, BAYBAY CITY LEYTE  | 9168683225 |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| MARVIN BAAY  | UTOD, BAYBAY CITY LEYTE  | 9551326998 |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| REA DIAZ   | CANDADAM, BAYBAY CITY LEYTE  | 9270361052 |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| <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>  | <br><b>BALBARINO, ELVIE D.</b>          |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/><i>PLEASE INDICATE ID Number and Date of</i></td> <td style="width: 150px; height: 40px;"></td> </tr> <tr> <td>Government Issued ID: TIN</td> <td style="border: none;"></td> </tr> <tr> <td>ID/License/Passport No.: 731-111-046</td> <td style="border: none;"></td> </tr> <tr> <td>Date/Place of Issuance: 10-03-18/ ORMOG CITY</td> <td style="border: none;"></td> </tr> </table>   | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br><i>PLEASE INDICATE ID Number and Date of</i> |            | Government Issued ID: TIN |          | ID/License/Passport No.: 731-111-046 |                             | Date/Place of Issuance: 10-03-18/ ORMOG CITY |             | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 150px; height: 40px;"></td> <td style="width: 150px; height: 40px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Signature (Sign inside the box)</td> <td style="text-align: center; font-size: small;">Right Thumbmark</td> </tr> <tr> <td style="text-align: center; font-size: small;">02-10-2021</td> <td style="border: none;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Date Accomplished</td> <td style="border: none;"></td> </tr> </table> |            |          | Signature (Sign inside the box) | Right Thumbmark | 02-10-2021 |  | Date Accomplished |  |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br><i>PLEASE INDICATE ID Number and Date of</i>   |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| Government Issued ID: TIN  |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| ID/License/Passport No.: 731-111-046   |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| Date/Place of Issuance: 10-03-18/ ORMOG CITY   |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
|  |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| Signature (Sign inside the box)  | Right Thumbmark  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| 02-10-2021   |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| Date Accomplished  |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center; font-size: small;">Person Administering Oath</p>  |  |            |                           |          |                                      |                             |  |             |   |            |          |                                 |                 |            |  |                   |  |