

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	ORAYLE		
FIRST NAME	CRISLHY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUICO		
3. DATE OF BIRTH (mm/dd/yyyy)	5/8/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BLOCK 26 LOT 1 GREGORIA RESIDENCES House/Block/Lot No. Street DECA HOMES CONCEPCION Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6541
8. WEIGHT (kg)	67 kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK 3, SITIO REVOLBER BANTIGUE Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6541
10. GSIS ID NO.	2005887026	19. TELEPHONE NO.	552-6022
11. PAG-IBIG ID NO.	121249160646	20. MOBILE NO.	0966-590-5719 / 09108002930
12. PHILHEALTH NO.	132507939906	21. E-MAIL ADDRESS (if any)	fatecuicocrislhy15@gmail.com
13. SSS NO.	06-4284380-3		
14. TIN NO.	747-974-211-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ORAYLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANTHONY	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	MANILI			
OCCUPATION	ADMINISTRATIVE OFFICER II			
EMPLOYER/BUSINESS NAME	LGU - ORMOC			
BUSINESS ADDRESS	AUNUBING ST., NEW ORMOC CITY HALL BRGY. COGON, ORMOC CITY			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CUICO			
FIRST NAME	BENJAMIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELA CRUZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	SANICO			
FIRST NAME	EVELYN			
MIDDLE NAME	DAMIAN			

(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	L.Y PALOU ELEMENTARY SCHOOL	PRIMARY EDUCATION	6/14/2004	3/26/2010		2010	CLASS VALENTORAN
SECONDARY	IPIIL NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	6/7/2010	3/28/2014		2014	2ND HONORABLE MENTION
VOCATIONAL / TRADE COURSE	WESTERN LEYTE COLLEGE OF ORMOC	BARTENDING NC II	4/25/2016	6/17/2016		2016	BEST IN COMPETENCIES
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY - ORMOC CITY CAMPUS	BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCE	6/1/2015	7/2/2019		2019	MAGNA CUM LAUDE
GRADUATE STUDIES	ASIAN DEVELOPMENT FOUNDATION COLLEGE	MASTER OF ARTS IN EDUCATION - SCIENCE	9/1/2021		27 UNITS EARNED		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 2, 2024
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CSE - PD907 PROFESSIONAL LEVEL	N/A	N/A	N/A		7/2/2019
	RA 1080 - PROFESSIONAL TEACHER	88.4	10/2/2022	TACLOBAN CITY		

(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)

<i>SIGNATURE</i>		<i>DATE</i>	<i>July 2, 2024</i>
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<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <p style="text-align: right;">RESIGNATION</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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, please specify: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, please specify ID No: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ELVIN WENCESLAO</td> <td>CAMELLA HOMES, BRGY. TAMBULILID, ORMOC CITY</td> <td>(998) 986-2920</td> </tr> <tr> <td>FARICA ZGAMBO - CUTAS</td> <td>BRGY. COGON, ORMOC CITY</td> <td>(917) 674-4777</td> </tr> <tr> <td>ATTY. NOLITO M. QUILANG</td> <td></td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ELVIN WENCESLAO	CAMELLA HOMES, BRGY. TAMBULILID, ORMOC CITY	(998) 986-2920	FARICA ZGAMBO - CUTAS	BRGY. COGON, ORMOC CITY	(917) 674-4777	ATTY. NOLITO M. QUILANG		
NAME	ADDRESS	TEL. NO.											
ELVIN WENCESLAO	CAMELLA HOMES, BRGY. TAMBULILID, ORMOC CITY	(998) 986-2920											
FARICA ZGAMBO - CUTAS	BRGY. COGON, ORMOC CITY	(917) 674-4777											
ATTY. NOLITO M. QUILANG													
<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>													

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: PHILHEALTH ID	
ID/License/Passport No.: 132507939906	
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

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		
	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

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			
	5S IN HOUSEKEEPING	2020	2020	16.0	TECHNICAL	LGU - ORMOC HUMAN RESOURCE OFFICE
	DEVELOPMENTAL TRAINING PROGRAM FOR ADMINISTRATIVE AND SUPPORT STAFF (DTPASS)	8/25/2021	8/26/2021	12.0	TECHNICAL	CSC
	MANAGING HUMAN RESOURCE PERSONNEL IN THE MIDST OF PANDEMIC	4/17/2021	4/17/2021	8.0		VIA ZOOM UNIVERSITY OF CALOOCAN CITY GRADUATE SCHOOL
	SEMINAR ON THE ENHANCED LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (ELACE)	11/24/2021	11/25/2021	12.0	TECHNICAL	CIVIL SERVICE COMMISSION
	SECURE COMPUTER USER OVERVIEW AND JOB OPPORTUNITIES	10/9/2021	10/9/2021	4.0	TECHNICAL	TECHED GLOBAL ACADEMY
	SEMINAR ON ELECTRONIC RECORDS MANAGEMENT SYSTEM FOR THE LOCAL GOVERNMENT WITH THE DEVOLVED BASIC SERVICES AND HOW TO OPERATIONALIZE THE ELECTRONIC RECORDS MANAGEMENT POLICY IN THIS CONTEXT	3/2/2022	3/4/2022	15.0	TECHNICAL	PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVIST (PAROA)
	SEMINAR/TRAINING ON THE EFFECTIVE APPROACH IN RECORDS, INFORMATION, DATA MANAGEMENT SYSTEM: STANDARDS AND BEST PRACTICES FOR BUSINESS CONTINUITY IN THE NEW NORMAL IN CORRELATION TO THE DATA PRIVACY ACT (RA 10173) OF 2012.	4/20/2022	4/22/2022	24.0	TECHNICAL	PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVIST (PAROA)
	AGENCY AUTHORIZED OFFICER AND ERF HANDLERS RE-ORIENTATION SEMINAR	8/17/2022	8/17/2022	4.0		GSIS TACLOBAN BRANCH
	DEEPENING OF UNDERSTANDING HRM OFFICE ROLES AND RESPONSIBILITIES: ASSESSMENT OF ORGANIZATIONAL CAPACITY AND PERFORMANCE	9/17/2022	9/17/2022	8.0		LGU - ORMOC HUMAN RESOURCE OFFICE
	RECORDS MANAGEMENT PRINCIPLES AND FUNCTIONS: THEIR IMPORTANCE T TO GOVERNMENT OFFICE' OPERATION	12/7/2022	12/9/2022	24.0	TECHNICAL	GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC.
	AGENCY AUTHORIZED OFFICER AND ERF HANDLERS RE-ORIENTATION SEMINAR	1/25/2024	1/25/2024	2.0		GSIS CATBALOGAN BRANCH VIA ZOOM

(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)
	LISTENING TO MUSIC		N/A		N/A
	TRAVELLING				
	FACILITATING				
	COOKING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 2, 2024
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