



PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

Write in CAPITAL letters. Please indicate N/A if not applicable. Kindly avoid erasure. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION			
1. SURNAME	BORCI		
FIRST NAME	MANUEL KENNETH	2. NAME EXTENSION (e.g. Jr., Sr.)	JR
MIDDLE NAME	ROCA		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1998	4. PLACE OF BIRTH: PASAY, METRO MANILA	
5. SEX	MALE	6. CIVIL STATUS: SINGLE	
7. PRESENT ADDRESS		8. PERMANENT ADDRESS	
ZONE 3		ZONE 3	
House/Block/Lot No./ Street GUADALUPE		House/Block/Lot No./ Street GUADALUPE	
Subdivision/Village Barangay BAYBAY LEYTE 6521		Subdivision/Village Barangay BAYBAY LEYTE 6521	
City/ Municipality Province Zip Code		City/ Municipality Province Zip Code	
9. CITIZENSHIP If holder of dual citizenship Pls. indicate country:	(FILIPINO - PHILIPPINES)	17. RELIGION	<input checked="" type="checkbox"/> Roman Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> Seventh-day Adventist <input type="checkbox"/> Christian <input type="checkbox"/> Others: _____
10. HEIGHT (cm/ ft)	163 CM		
11. WEIGHT (kg)	79 KG		
12. BLOOD TYPE	O	18. TELEPHONE NO.	N/A
13. PAG-IBIG ID NO.	121283100983	19. E-MAIL ADDRESS (personal email)	borcimanuelkenneth@gmail.com
14. PHILHEALTH NO.	13-000125353-1	20 MOBILE NO.	09502811459
15. SSS NO.	34-9360297-3	21. AGENCY EMPLOYEE NO.	(6332) 515-1851
16. TIN / BIR NO.	723-421-402	22. GSIS ID NO. (if applicable)	N/A
II. FAMILY BACKGROUND			
23. SPOUSE'S SURNAME	N/A	OCCUPATION	N/A
FIRST NAME	N/A	EMPLOYER/BUS. NAME	N/A
MIDDLE NAME	N/A	BUSINESS ADDRESS	N/A
DATE OF BIRTH (mm/dd/yyyy)		TELEPHONE NO./ MOBILE NO.	N/A
24. FATHER'S: SURNAME	BORCI	26. NAME OF CHILD (Write full name & list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MANUEL KENNETH	N/A	N/A
MIDDLE NAME	BALDEA		
DATE OF BIRTH (mm/dd/yyyy)	07/28/1967		
25. MOTHER'S MAIDEN SURNAME	ROCA		
FIRST NAME	GREGORIA	27. CONTACT PERSON IN CASE OF EMERGENCY GREGORIA R. BORCI	
MIDDLE NAME	BARTOLINI	28. RELATIONSHIP OF THE CONTACT PERSON: MOTHER	
DATE OF BIRTH (mm/dd/yyyy)	10/01/1969	29. CONTACT NUMBER : 09975411578	

III. EDUCATIONAL BACKGROUND							
30. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/LEVEL/U NITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE From To		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	GUADALUPE ELEMENTARY SCHOOL	BASIC EDUCATION	2011	GRADUATE	2005	2011	NONE
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	CHED-BEC	2014	GRADUATE	2011	2014	NONE
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BSED-MAPEH	2018	GRADUATE	2014	2018	NONE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MA.ED	2019	9 UNITS EARNED	2019		NONE

IV. CIVIL SERVICE ELIGIBILITY					
31. CAREER SERVICE / RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/CES/CSEE	RATING	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
PROFESSIONAL LICENSE TEACHER	74.60	09/30/2018	TACLOBAN CITY, LEYTE	1722398	01/14/2019

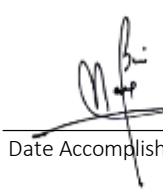

V. WORK EXPERIENCE (Include private employment. Start from your current work)							
32. INCLUSIVE DATES (mm/dd/yyyy) From To		POSITION TITLE (Write in full)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Yes/No)
03/15/2020	04/18/2022	CSR	SITEL	18,500		CONTRACT	NO
10/15/2022	01/15/2023	PRIVATE TEACHER	WLC OF ORMOC	21,000		CONTRACT	NO
08/16/2023	05/15/2025	PRIVATE TEACHER	ABUYOG ACADEMY	11,200		CONTRACT	NO

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

VII. TRAINING PROGRAMS (Start from the most recent training.)				
34. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/SPONSORED BY (Write in full)
	From	TO		
BASIC COMPUTER LITERACY	01/23/2025	02/03/2025	80	ELTECH LEARNING HUB
	/ /	/ /		
	/ /	/ /		

VIII. OTHER INFORMATION		
35. SPECIAL SKILLS/HOBBIES	36. NON-ACADEMIC DISTINCTIONS/RECOGNITION (Write in full)	37. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
SPORTS ENTHUSIAST		
COMPUTER LITERATE		

38. Are you related by consanguinity or affinity to any of the following:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:
a. Within the third degree (for National Government Employees): Appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or		

Department where you will be appointed? b. Within the fourth degree (for Local Government Employees); Appointing authority or recommending authority where you will be appointed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:	
39. a. Have you ever been formally charged? b. Have you ever been guilty of any administrative offense?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:	
40. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:	
41. 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, AWOL or phased out, in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:	
42. Have you ever been a candidate in a national or local election (except Barangay election)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:	
43. 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 differently abled? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:	
44. CHARACTER REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		
NAME	Complete Address (Home/ Company Name/ Name of Institution)	CONTACT NO.
SHIERA LYN HIMANG	MALAYBALAY, BUKIDNON	09586311125
NINO J. COTEJAR	ABUYOG, LEYTE	09165619419
THEODY MAE PRADO	ORMOC CITY	09982625387
45. 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.		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>MANUEL KENNETH R. BORCI JR</p> <p>Signature over Printed Name</p> </div> <div style="text-align: center;">  <p>Date Accomplished</p> </div> </div>	<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">ID</div>  <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-left: 5px;">Com</div> </div>	

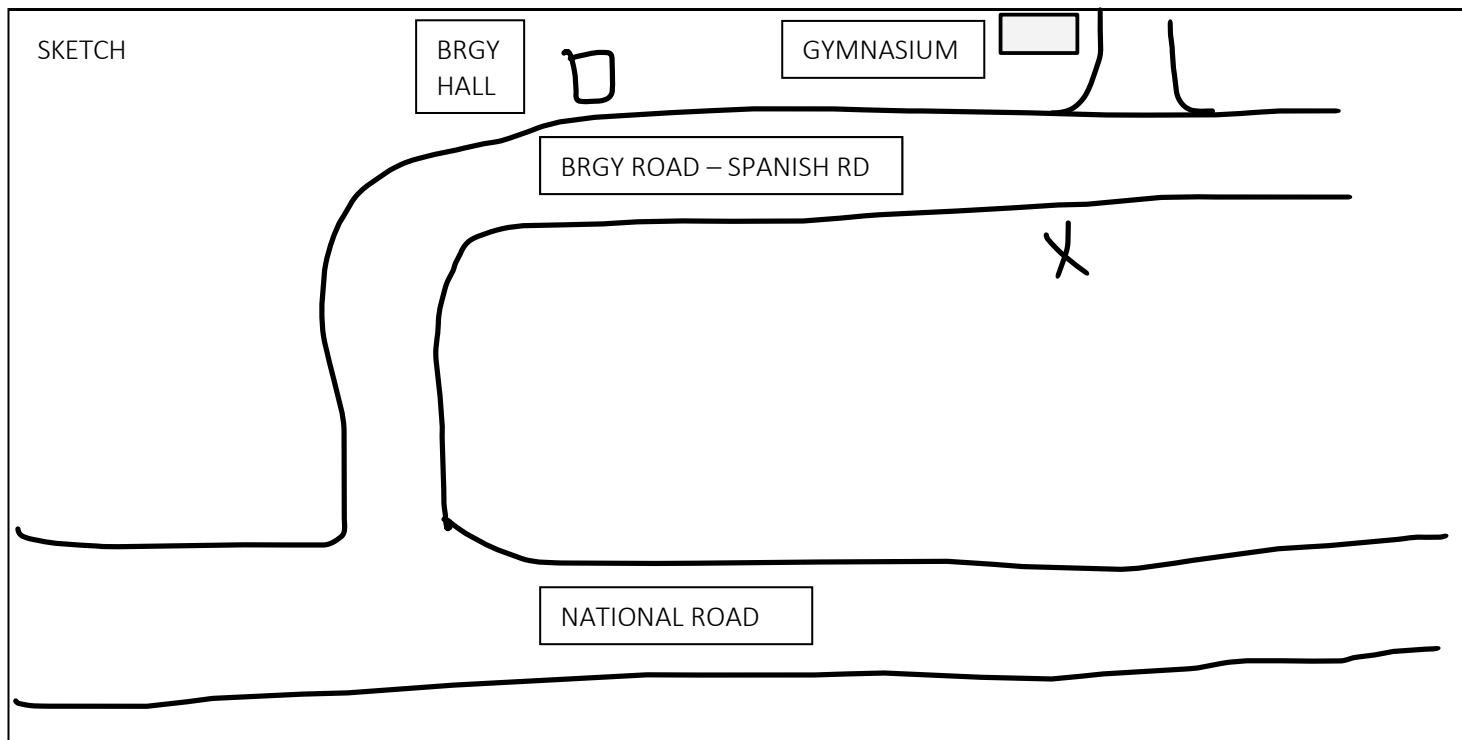
NOTE:

Indicate the landmark, house #, street / road name

At the lower right part of the box, put instructions on what to ride, where to stop and who to look for (from Keppel)

If present address is the same as permanent address, indicate SAME AS PRESENT ADDRESS

PRESENT ADDRESS:



PERMANENT ADDRESS:

SAME ADDRESS

