

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	DE GUZMAN		
FIRST NAME	MANUEL	JR.	
MIDDLE NAME	JATAYNA		
3. DATE OF BIRTH (mm/dd/yyyy)	JANUARY 03, 1999	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	POBLACION, SAN JOSE, SURIGAO DEL NORTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 1 House/Block/Lot No. _____ Street _____ POBLACION _____ Subdivision/Village _____ Barangay _____ SAN JOSE _____ DINAGAT ISLANDS City/Municipality _____ Province _____ ZIP CODE 8427
7. HEIGHT (m)	1.70m	18. PERMANENT ADDRESS	PUROK 1 House/Block/Lot No. _____ Street _____ POBLACION _____ Subdivision/Village _____ Barangay _____ SAN JOSE _____ DINAGAT ISLANDS City/Municipality _____ Province _____ ZIP CODE 8427
8. WEIGHT (kg)	70 KGS.		
9. BLOOD TYPE		19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	0951-375-0547
11. PAG-BIG ID NO.	1212-9027-1543	21. E-MAIL ADDRESS (if any)	dequzmanm67@gmail.com
12. PHILHEALTH NO.			
13. SSS NO.			
14. TIN NO.	765-375-666-000		
15. AGENCY EMPLOYEE NO.			

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	DE GUZMAN			
FIRST NAME	MANUEL	SR.		
MIDDLE NAME	ALDEVERA			
25. MOTHER'S MAIDEN NAME	EDILLOR			
SURNAME	DE GUZMAN			
FIRST NAME	EULENE			
MIDDLE NAME	JATAYNA			

(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	SAN JOSE CENTRAL ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	2005	2011		2011	
SECONDARY	DON RUBEN EDERA ECLEO SR. MEMORIAL NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2011	2015		2015	
VOCATIONAL / TRADE COURSE							
COLLEGE	CENTRAL MINDANAO UNIVERSITY	TERTIARY EDUCATION	2015	2019		2019	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 13, 2022
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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			
	Increasing Coconut Production: Collaboratin and Prospects	10/27/2022	10/27/2022	4	Technical	College of Agriculture and Food Science, University of the Philippines, Los Baños
	The Initiatives of Government Agencies including the DOST-PCAARRD to Boost our Coconut Industry	10/25/2022	10/25/2022	4	Technical	College of Agriculture and Food Science, University of the Philippines, Los Baños
	Overview of the Coconut Industry	10/20/2022	10/20/2022	4	Technical	College of Agriculture and Food Science, University of the Philippines, Los Baños
	Cassava Production: Highlighting UPLB-Developed Technologies	06/03/2021	06/03/2021	4	Technical	Agricultural Systems Institute, College of Agriculture and Food Science, UPLB
	Crops Diseases Beyond Boundaries: Know the transboundary Diseases of 3Cs (Cassava, Cacao, and Corn)	05/26/2021	05/26/2021	4	Technical	Agricultural Systems Institute, College of Agriculture and Food Science, UPLB
	Energy Sustainable Development: Breakthroughs, Application, and Safe use of Renewable Energy	05/22/2021	05/22/2022	4	Technical	DOST-Philippines Institute of Chemical Engineers-Bataan Chapter
	SARAI E-skwela: Gabay sa Pagtatanim at Pangangalaga ng Kamatis	06/21/2020	06/21/2021	4	Technical	UPLB In Partnership with DOST
	SARAI E-skwela: Coconut Good Agricultural Practices	06/14/2020	06/14/2021	4	Technical	UPLB In Partnership with DOST
	The Sustainable Development Goals- A transdisciplinary vision for the Future	06/09/2020	06/09/2020	4	Technical	Univeristy of COPENHAGEN through DOST-COURSERA
	Understanding Plants II: Fundamentals of Plant Biology	09/28/2020	09/28/2021	4	Technical	Tel Aviv University through DOST-COURSERA
	Transformation of the Global Food Systems	09/21/2020	09/21/2021	4	Technical	Univeristy of COPENHAGEN through DOST-COURSERA
	SARAI E-skwela: Use of Weather Information and Drone Aerial Images for Crop Monitoring	09/16/2020	09/16/2021	4	Technical	UPLB In Partnership with DOST
	Positive Psychology	09/10/2020	10/10/2020	4	Technical	The University of North Carolina at Chapel Hill through DOST-COURSERA

(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)
	Can do well in MS Office Word, Excel, PowerPoint, and Publisher				
	Can do well in Writing and Interpersonal Skills				
	Personable Phone Manner				
	Playing Volleyball				
	Reading				
	Plant Disease Diagnosis				
	Coping up with Stress				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 13, 2022
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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?
b. within the fourth degree (for Local Government Unit - Career Employees)?

YES NO
 YES NO
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?

YES NO
If YES, give details: _____

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: _____
Finished contract

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?

YES NO
If YES, give details: _____

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?
b. Are you a person with disability?
c. Are you a solo parent?


YES NO
If YES, please specify: _____

YES NO
If YES, please specify ID No.: _____

YES NO
If YES, please specify ID No.: _____

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

NAME	ADDRESS	TEL. NO.
HON. JULMORE T. PESITO	P-7 POBLACION, SAN JOSE, PDI	0917-677-7493



MANUEL JR. J. DE GUZMAN

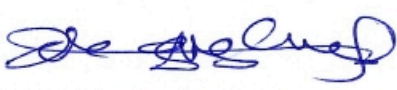
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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: PRC

ID/License/Passport No.: 0036506

Date/Place of Issuance: 02/20/2020/Butuan City



Signature (Sign inside the box)
December 13, 2022
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