

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 box () 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	QUEBEC		
FIRST NAME	JETT		
MIDDLE NAME	COLMINAR		3. NAME EXTENSION (e.g. Jr., Sr.) N/A
3. DATE OF BIRTH (mm/dd/yyyy)	10/02/1978	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	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 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 3 LOT 1 House/Block/Lot No. Street V AND G 109 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.78		
8. WEIGHT (kg)	90	ZIP CODE	6500
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	BLOCK 3 LOT 1 House/Block/Lot No. Street V AND G 109 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2004559004		
11. PAG-IBIG ID NO.	1700-0065-9436		
12. PHILHEALTH NO.	13-050046357-1	ZIP CODE	6500
13. SSS NO.	ON PROCESS	19. TELEPHONE NO.	N/A
14. TIN NO.	921-549-810	20. MOBILE NO.	09185458828
15. AGENCY EMPLOYEE NO.	ON PROCESS	21. E-MAIL ADDRESS (if any)	jettquebec1425@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	QUEBEC		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GLADYS	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	RENOMERON			
OCCUPATION	FINANCE STAFF			
EMPLOYER/BUSINESS NAME	PLAN INTERNATIONAL			
BUSINESS ADDRESS	TACLOBAN CITY			
TELEPHONE NO.	n/a			
24. FATHER'S SURNAME	QUEBEC			
FIRST NAME	JESUS	SR.		
MIDDLE NAME	DELIMA			
25. MOTHER'S MAIDEN NAME	COLMINAR			
SURNAME	QUEBEC			
FIRST NAME	ELNORA			
MIDDLE NAME	DUQUILLA			

(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	LEYTE STATE COLLEGE (NOW LNU)	BASIC EDUCATION	1986	1991	GRADUATE	1991	N/A
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	BASIC EDUCATION	1991	1995	GRADUATE	1995	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE	BACHELOR OF ARTS IN COMMUNICATION ARTS	1995	1999	GRADUATE	1999	N/A
COLLEGE	LEYTE COLLEGES	BACHELOR OF LAWS	1999	2010	GRADUATE	2010	N/A
GRADUATE STUDIES	ASIAN DEVELOPMENT FOUNDATION COLLEGE	MASTER OF ARTS IN EDUCATION MAJOR IN ENGLISH	2013	2016	GRADUATE	2016	N/A
GRADUATE STUDIES	UNIVERSITY OF SAN JOSE- RECOLETOS	DOCTOR OF PHILOSOPHY - LANGUAGES	2016	PRESENT	36 UNITS		CHED

(Continue on separate sheet if necessary)

SIGNATURE

DATE


August 24, 2017

[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	August 24, 2017
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible][illegible]

11. OTHER INFORMATION

VIII. OTHER INFORMATION			
<p>1. Name of the company: <input type="text"/></p> <p>2. Address: <input type="text"/></p> <p>3. City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>4. Country: <input type="text"/></p> <p>5. Telephone: <input type="text"/></p> <p>6. Fax: <input type="text"/></p> <p>7. E-mail: <input type="text"/></p> <p>8. Website: <input type="text"/></p> <p>9. Other information: <input type="text"/></p>			

[illegible]

SIGNATURE		DATE	August 24, 2017
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August 24, 2017

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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: _____ 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)? 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?	<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: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
VICTOR SUGBO	TACLOBAN CITY	N/A
MERLIE ALUNAN	TACLOBAN CITY	N/A
DAVID GENOTIVA	TACLOBAN CITY	N/A
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: <input checked="" type="checkbox"/> DRIVER'S LICENSE
ID/License/Passport No.: HO2-06-003555
Date/Place of Issuance: October 2, 2015

Signature (Sign inside the box)
August 24, 2017

SUBSCRIBED AND SWORN to before me this AUG 31 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSANG G. GUINOCOR
Person Administering Oath


WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: June 2013– present
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Guiraldo Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Attended various seminars and trainings conducted inside and outside the university
 - Served as Adviser of the VSU Debate Society (2013-2016)
 - Served as resource speaker for trainings inside the university
 - Summary of Actual Duties
 - Responsible for teaching College students from different programs in the field of Languages and Literature
 - Responsible for computing the grades of the students
 - In charge for classroom management

- Duration: June 1, 1999 – May 30, 2013
- Position: Instructor I
- Name of Office/Unit: College of Arts and Sciences
- Immediate Supervisor: Dr. Nelly Villas
- Name of Agency/Organization and Location: Leyte Colleges, Tacloban City
 - List of Accomplishments and Contributions (if any)
 - Attended various seminars and trainings conducted inside and outside the school.
 - Served as Publication Adviser of the school paper. (2007-2013)
 - Served as Basketball Coach of the Varsity Team (2007- 2010)
 - Served as Karate- do Coach of the Varsity Team (2010-2013)
 - Summary of Actual Duties
 - Responsible for teaching college students in the field of Humanities, Social Sciences and Literature
 - Responsible for computing the grades of the students
 - In charge for classroom management


 (Signature over Printed Name
 of Employee/Applicant)

Date: August 25, 2017