

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	VILLAS				
FIRST NAME	MICHAEL CARLO	NAME EXTENSION (JR., SR)			
MIDDLE NAME	CATCHARRO	N/A			
3. DATE OF BIRTH (mm/dd/yyyy)	07/02/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship		
4. PLACE OF BIRTH	TACLOBAN CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PHILIPPINES		
7. HEIGHT (m)	159.5 M	ZIP CODE	BLK. 13, LOT 25		
8. WEIGHT (kg)	73 KGS		House/Block/Lot No.	Street	
9. BLOOD TYPE	A		NHA	BARAS	
10. GSIS ID NO.	2002365862		Subdivision/Village	Barangay	
11. PAG-IBIG ID NO.	80149828403		PALO	LEYTE	
12. PHILHEALTH NO.	01-050343475-5	18. PERMANENT ADDRESS	City/Municipality	Province	
13. SSS NO.	N/A	ZIP CODE	6501		
14. TIN NO.	245-906-991		19. TELEPHONE NO.	NONE	
15. AGENCY EMPLOYEE NO.	V000843		20. MOBILE NO.	09173041576	
		21. E-MAIL ADDRESS (if any)	myklvillas@yahoo.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	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILLAS			
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ACEBEDO			
25. MOTHER'S MAIDEN NAME	CATCHARRO			
SURNAME	VILLAS			
FIRST NAME	FLOR			
MIDDLE NAME	TAYONI			

(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	ST. THERESE CHILD DEVELOPMENT CENTER	PRIMARY	1991	1998	N/A	1998	MODEL OF DEPARTMENT
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	N/A	2002	N/A
VOCATIONAL COURSE		N/A					
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	BACHELOR OF ARTS IN COMMUNICATION	2002	2006	N/A	2006	CERTIFICATE OF COMPETENCE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN ENGLISH	2008	2012	N/A	2012	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 19, 2017
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[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]

(Continue on separate sheet if necessary)

SIGNATURE

Imre K. Solt

DATE _____

April 19, 2017

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 19, 2017
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DATE	April 19, 2017
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April 19, 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)?

☐ 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
☐ YES ☒ NO

If YES, give details:

Date Filed:
Status of Case/s:
☐ YES ☒ NO

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:

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
☐ 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
☐ YES ☒ NO
☐ YES ☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
DR. MYRNA L. MACALINAO	LEYTE NORMAL UNIVERSITY	9998626856
PROF. EMERITUS MERLIE M. ALUNAN	UNIVERSITY OF THE PHILIPPINES	9272441758

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.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS

ID/License/Passport No.: 2002365862

Date/Place of Issuance: TACLOBAN CITY

Signature (Sign inside the box)
APRIL 19, 2017
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
Person Administering Oath

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