

## 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.

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	Lao		
FIRST NAME	Magnolia	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	Clitar		
3. DATE OF BIRTH (mm/dd/yyyy)	5/27/1976	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: <u>Philippines</u>
4. PLACE OF BIRTH	Cebu 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	17. RESIDENTIAL ADDRESS	<u>99 Apartment Warner Drive</u> House/Block/Lot No. Street Subdivision/Village <u>Pangasugan</u> Barangay <u>Baybay City</u> <u>Leyte</u> City/Municipality Province ZIP CODE <u>6521-A</u>
7. HEIGHT (m)	5'1	18. PERMANENT ADDRESS	<u>308 Taft St</u> House/Block/Lot No. Street Subdivision/Village <u>Barangay</u> <u>Palompon</u> <u>Leyte</u> City/Municipality Province ZIP CODE <u>6538</u>
8. WEIGHT (kg)	64	19. TELEPHONE NO.	<u>563-8469</u>
9. BLOOD TYPE	A+	20. MOBILE NO.	<u>0927127-5885</u>
10. GSIS ID NO.	76052700988	21. E-MAIL ADDRESS (if any)	<u>magsiao@yahoo.com</u>
11. PAG-IBIG ID NO.	1700-0030-0050		
12. PHILHEALTH NO.	13-0000-73895-7		
13. SSS NO.	06-1872406-6		
14. TIN NO.	237-684-021		
15. AGENCY EMPLOYEE NO.	V000379		

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Lao	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Wilfredo	Ralph Wilfred C. Lao	5/8/1998
MIDDLE NAME	Puso	Fred Nathaniel C. Lao	10/26/1999
OCCUPATION	Secondary School Teacher	Anales Rafanelle C. Lao	1/1/2004
EMPLOYER/BUSINESS NAME	Dep. Ed.	*****Nothing follows*****	
BUSINESS ADDRESS	Baybay National High School		
TELEPHONE NO.	0917-554-8003		
24. FATHER'S SURNAME	Clitar		
FIRST NAME	Epifanio		
MIDDLE NAME	Clemente		
25. MOTHER'S MAIDEN NAME			
SURNAME	Conopio		
FIRST NAME	Elena (deceased)		
MIDDLE NAME	Ricaña		

(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	Tinabitan Community School	Primary Education	1983	1989	N/A	1989	second honor
SECONDARY	Tinabitan National High School	HIGH SCHOOL	1989	1993	N/A	1993	second honor
VOCATIONAL / TRADE COURSE	none	N/A	N/A	N/A	N/A	N/A	
COLLEGE	University of Cebu	Bachelor of Science in Hotel and Restaurant Management, BSHRM	1994	1997	N/A	1997	Academic scholar
GRADUATE STUDIES	Centro Escolar University	Master in Science in Hospitality Management	2010	2012	N/A	2012	VSU Faculty Scholar

(Continue on separate sheet if necessary)

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## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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)

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(Continue on separate sheet if necessary)

(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 Manager/Assistant Division Chief/Assistant Executive Manager)

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

33. SPECIAL SKILLS/HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION	35. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
Flower Arrangement	Resource	
Banquet Physical Designing/arrangement	Speaker : Food Safety , Albuera, Leyte	1) National Teacher's Organization, NTO
Napkin Fold Art and Skills	Food Safety , Ormoc City, Leyte	2) Association of Administrators in Hospitality, Hotel & Restaurant Management Educational Institutions, AARMEI
Food Carving( Fruits & Chocolates)	Fine Dining, VSU High School	3) The Union of Tourism Educator, UFTE
Drafting and Sketching	Personality Devt. VSU Faculty & Staff	
Driving (2 & 4-wheeled Vehicle)	Skills Competency in Hospitality	
Cooking Foriegn Cuisines and Baking Pastries	Industry PIT. Tabango Leyte	
(Continue on separate sheet if necessary)		
SIGNATURE		
	DATE	4/19/2017



34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☐ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court? ☐ 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: \_\_\_\_\_

Resignation: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
Dr. Lolita Z. Orge	Candadam Baybay City, Leyte	0928-875-4612
Dr. Nancy V. Dumaguing	DCHM, VSU, Baybay City Leyte	0926-339-8529
Ms Araceli Picardal	TESDA, Calubian Leyte	0929-6116-415

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, Voter, SSS, PRC, Driver's License, etc.):	PLEASE INDICATE ID
Government Issued ID:	PRC
ID/License/Passport No.:	0774109
Date/Place of Issuance:	Cebu City
	Signature (Sign inside the box)
	4/18/2017
	Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 19 2017, affiant exhibiting his/her validly issued government ID as indicated above.

DOC. NO. 1533  
PAGE NO. 37  
BOOK NO. 11  
SERIES OF 2017

**ATTY GWEN MANUEL P. SANTIAGO**  
PUBLIC ATTORNEY  
Pursuant to R.A. 9406