

# 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	FLORES		
FIRST NAME	ALICIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MUAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 31, 1968	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	Davao Oriental	If holder of dual citizenship, please indicate the details.	Philippines
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 <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#1368    ZONE 4 House/Block/Lot No.    Street Barangay    Guadalupe Subdivision/Village    Barangay Baybay    Leyte City/Municipality    Province
7. HEIGHT (m)	5'4"	ZIP CODE	6521
8. WEIGHT (kg)	69 Kilos	18. PERMANENT ADDRESS	#1368    ZONE 4 House/Block/Lot No.    Street Barangay    Guadalupe Subdivision/Village    Barangay Baybay    Leyte City/Municipality    Province
9. BLOOD TYPE	"B"	ZIP CODE	6521
10. GSIS ID NO.	68123101654	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1700-0024-9451	20. MOBILE NO.	09176341430
12. PHILHEALTH NO.	13-000015661-3	21. E-MAIL ADDRESS (if any)	<a href="mailto:alicemf68@yahoo.com">alicemf68@yahoo.com</a>
13. SSS NO.	06-1380134-0		
14. TIN NO.	142-747-847		
15. AGENCY EMPLOYEE NO.	V000216		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	FLORES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GUILLERMO	JR.	JEFF STEVEN M. FLORES	8/23/1994
MIDDLE NAME	ABAPO		CHARLES M. FLORES	10/9/1997
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	LEYTE PROVINCIAL JAIL			
BUSINESS ADDRESS	Leyte Sub-Provincial Jail, Hilongos, Leyte			
TELEPHONE NO.	(053)3363344			
24. FATHER'S SURNAME	MUAÑA			
FIRST NAME	FORTUNATO	SR.		
MIDDLE NAME	BORJA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTILLANO			
FIRST NAME	JOSEFINA			
MIDDLE NAME	PIAMONTE			

## 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	GUADALUPE COMMUNITY SCHOOL	Elementary	1975	1981	Graduated	1981	Valedictorian
SECONDARY	VISCA Experimental Rural High School (ERHS)	Secondary	1981	1985	Graduated	1985	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception (FCIC)	BS Commerce-Accounting	1987	1991	Graduated	1991	N/A
GRADUATE STUDIES	Western Leyte College (WLC), Ormoc City	Ma.ED- Major in Public Administration	2000	2002	36 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/25/2017
-----------	--	------	------------



**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		
	N/A				

*(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)*

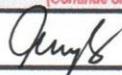
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8.0	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	OVPAF Strategic Planning Workshop	2/15/2017	2/16/2017	16.0	Supervisory	Dr. Lourdes B. Cano/ Visayas State University
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16.0	Supervisory	Paul B. Bagatsing/ AJA Registrars Inc.
	Appraisal and Disposal of Government Properties	06 /07/2016	06/09/2016	24	Technical	Commission On Audit Region XI
	Training on RA 9184 or Government Procurement Reform Act (GPRA) with updates on APCPI abd OPPCIS	04/11/2016	04/12/2016	16	Technical	DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)
	Change Management- Workshop	09/22/2015	09/24/2015	24	Supervisory	Civil Service Commission Region VIII
	ISO 9001:2008 Quality Management Systems Documentation Course	08/17/2015	08/18/2015	16	Supervisory	SGS Philippines, Inc.
	ISO 9001:2008 Quality Management Systems Internal Audit Course	08/19/2015	08/20/2015	16	Supervisory	SGS Philippines, Inc.
	Training Program- Unified Accounts Code Structure (UACS) Application	11/4/2014	11/6/2014	24	Technical	Department of Budget & Management/Visayas State University
	Philippine Government Electronic Procurement System (PhilGEPS) v1.1 Training for Buyers	09/3/2014	09/4/2014	16	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	GACPA: "Sustaining Public Trust through Accountability, Credibility and Transparency"	05/21/2014	05/24/2014	32	Technical	Government Association of Certified Public Accountants (GACPA)
	ICT Resource Acquisition Seminar (Project terms of Reference)	07/29/2013	08/2/2013	40	Technical	DOST/National Computer Institute
	Full Length Training on RA 9184 and its Revised IRR	07/22/2013	07/24/2013	24	Technical	DBM/GPPB
	AGAP: "Accounting, Budgeting and Calculating Risks: Factors which Government Must Deal With"	10/24/2012	10/27/2012	32	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHIL.(AGAP)

*(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)
	Bookkeeping		N/A		N/A

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	04/25/2017
------------------	---	-------------	------------

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?  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: \_\_\_\_\_

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 answer the following items:

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.
REMBERTO A. PATINDOL	Visca, Baybay City, Leyte	(053)5637108
ROBERTO C. GUARTE	Visca, Baybay City, Leyte	9173108078
LOURDES B. CANO	Visca, Baybay City, Leyte	(053)5637643



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: \_\_\_\_\_

GSIS ID No.: **CRN-006-0017-6981-0**

Date/Place of Issuance: \_\_\_\_\_

Signature (Sign inside the box)

*Alicia M. Flores*

**04/25/2017**

Date Accomplished



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

*M. Guindocor*

**ATTY. RYSAN P. GUINDOCOR**

NOTARY PUBLIC

UNTIL DECEMBER 31, 2017

Person Administering Oath

PTR 049 5867 - BAYBAY, LEYTE 11/21/17

IBP 1030924 - TAGLOREAN CITY - 12/19/16

MCLE COMP. NO. V-000580-07/20/15

ROLL OF ATTORNEYS NO. 57467