

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	DUARTE		
FIRST NAME	ARNULFO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MACION		
3. DATE OF BIRTH (mm/dd/yyyy)	JAN./07/1980	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	CABLIHAN MAASIN CITY SO. LEYTE	If holder of dual citizenship, please indicate the details.	
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"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.64		House/Block/Lot No. Street CABULIHAN
8. WEIGHT (kg)	60	ZIP CODE	6600
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		House/Block/Lot No. Street CABULIHAN
11. PAG-IBIG ID NO.	N/A		Subdivision/Village Barangay MAASIN CITY SO. LEYTE
12. PHILHEALTH NO.	130500594951	ZIP CODE	6600
13. SSS NO.	3382037222	19. TELEPHONE NO.	N/A
14. TIN NO.	424218790	20. MOBILE NO.	09276766841
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	oflunra-duarte@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DUARTE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HYACINTH	NAME EXTENSION (JR., SR) N/A	N/A	3/17/1985
MIDDLE NAME	BLANCO		N/A	N/A
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DUARTE			11/1/1947
FIRST NAME	DOMINADOR	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MANTILLA			
25. MOTHER'S MAIDEN NAME	MACION			7/18/1949
SURNAME	DUARTE			
FIRST NAME	PRESINA			
MIDDLE NAME	PAMAONG		(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	CABLIHAN ELEMENTARY SCHOOL		1987	1993		1993	
SECONDARY	GUADALUPE NATIONAL HIGH SCHOOL		1993	1997		1997	
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	SAINT JOSEPH COLLEGE	B.S. CRIMINOLOGY	1998	2002		2002	
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	DEC. 14, 2018

[illegible]

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

(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		DATE	DEC.14, 2018

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)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	GUJAR PLAYING		N/A		PROFESSIONAL CRIMINOLOGIST ASSOCIATION OF THE PHILIPPINES
	HAIR DESSING				
	WELDING				

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

DEC. 14, 2018

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 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 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 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.
NILO L. LEORNA	VISAYAS STATE UNIVERSITY	9162798085
PEDRO O. LESIDAN	VISAYAS STATE UNIVERSITY	9352323024
CLIMACO ESPINA	VISAYAS STATE UNIVERSITY	90641000157
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

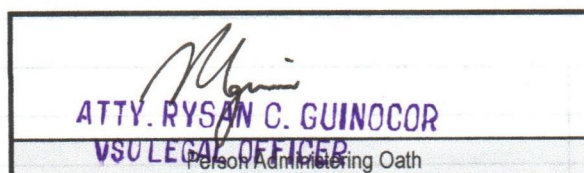
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	H12-13-002128
ID/License/Passport No.:	
Date/Place of Issuance:	FEB. 3, 2017 BAYBAY CITY LEYTE

ARNULFO M. DUARTE	
Signature (Sign inside the box)	
DEC. 13, 2017	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 08 2019, affiant exhibiting his/her validly issued government ID as indicated above.



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: Dec. 1, 2014 - Present
- Position: Welder II
- Name of Office/Unit: College of Engineering / Technical Vocational Education and Training
- Immediate Supervisor: Nilo L. Leorna
- Name of Agency/Organization and Location: College of Engineering, Pangasugan. Visca Baybay city Leyte

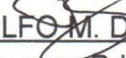
- Summary of Actual Duties

- Conduct actual trainings on Technical Vocational Education and Training (TVET) in Shielded Metal Arc Welding (SMAW) NC II.
- Keeps custody of SMAW related facilities and implement regular cleaning and maintenance program.
- Assist the TVET Program Coordinator in making TVET reports.
- Assist in the conduct of laboratory classes related to welding.
- Performs other duties as maybe assigned by his immediate supervisor.

- Duration: July 1, 2013 – Nov. 30, 2014
- Position: Welder I
- Name of Office/Unit: College of Engineering / Technical Vocational Education and Training
- Immediate Supervisor: Nilo L. Leorna
- Name of Agency/Organization and Location: College of Engineering, Pangasugan. Visca Baybay city Leyte

- Summary of Actual Duties

- Conduct actual trainings on Technical Vocational Education and Training (TVET) in Shielded Metal Arc Welding (SMAW) NC II.
- Keeps custody of SMAW related facilities and implement regular cleaning and maintenance program.
- Assist the TVET Program Coordinator in making TVET reports.
- Assist in the conduct of laboratory classes related to welding.
- Performs other duties as maybe assigned by his immediate supervisor.


ARNULFO M. DUARTE
 (Signature over Printed Name
 of Employee/Applicant)

Date: Jan. 7, 2019