

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	GUEVARRA		
FIRST NAME	RITCHIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FERNANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	'February 08, 1982	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay City	If holder of dual citizenship, please indicate the details.	<input 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	5' 7"	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)			Subdivision/Village Barangay
9. BLOOD TYPE	"O"		City/Municipality Province
10. GSIS ID NO.	200568262		
11. PAG-IBIG ID NO.	1080-0223-0424	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	03-050104916-2	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	33-7702535-9		Subdivision/Village Barangay
14. TIN NO.	466-741-449		City/Municipality Province
15. AGENCY EMPLOYEE NO.			
		19. TELEPHONE NO.	
		20. MOBILE NO.	09192260831
		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	PATOMBON		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NESHERLYN	NAME EXTENSION (JR., SR)	SHEENA MENELLE GUEVARRA	07-06-2007
MIDDLE NAME	FLOR		FRANCES MARY P. GUEVARRA	12-06-2016
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GUEVARRA			
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SANCHEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	FERNANDEZ			
FIRST NAME	ZENAIDA			
MIDDLE NAME	YAP			

(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	HIPUSNGO ELEMENTARY SCHOOL	Primary	1988	1994		1994	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	Secondary	1994	1998		1998	
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/27/19	CS FORM 212 (Revised 2017), Page 1 of 4
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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)

A handwritten signature, possibly the letter 'A', is written on a piece of lined paper. The signature is formed with a single continuous stroke, starting from the bottom left, curving upwards and to the right, then looping back down and to the left to finish at the bottom left. The paper has horizontal blue lines and a vertical red margin line on the left.

DATE \_\_\_\_\_

vi)  $u \mid 27 \mid 19$



## 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)
CARPENTRY		Administrative Personnel Association (AdPA)
FARMING		

(Continue on separate sheet if necessary)

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34. Are you related by consanguinity or affinity to the appointing or recommending authority 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:

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:

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

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
MR. DANILO VITUALLA	BIASONG, BAYBAY CITY, LEYTE	
MR. EDGAR ITABLE	BIASONG, BAYBAY CITY, LEYTE	
MR. ALLAN VARRON	CABALASAN, BAYBAY CITY, LEYTE	

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: DRIVER LICENSE

ID/License/Passport No.: HO1-07000313

Date/Place of Issuance: 07-21-2016/Baybay City, Leyte

Signature (Sign inside the box)

Date Accomplished

SUBSCRIBED AND SWORN to before me this 02 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VS

LEGAL OFFICER

Person Administering Oath

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