

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.

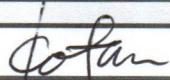
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

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	TAN			
FIRST NAME	ROLAND	NAME EXTENSION (JR., SR)		N/A
MIDDLE NAME	QUILISADIO			
3. DATE OF BIRTH (mm/dd/yyyy)	8/28/1977	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:	
4. PLACE OF BIRTH	IPIL, ORMOC CITY	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BRGY. House/Block/Lot No. Street FARMER'S VILLAGE, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
7. HEIGHT (m)	172	18. PERMANENT ADDRESS	BRGY. House/Block/Lot No. Street FARMER'S VILLAGE, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
8. WEIGHT (kg)	62		ZIP CODE 6521	
9. BLOOD TYPE	O			
10. GSIS ID NO.	N/A			
11. PAG-IBIG ID NO.	1212-0159-2395	19. TELEPHONE NO.	N/A	
12. PHILHEALTH NO.	13-000103542-9	20. MOBILE NO.	09554933861	
13. SSS NO.	06-1565757-6	21. E-MAIL ADDRESS (if any)	tanrehina@gmail.com	
14. TIN NO.	949-059-066			
15. AGENCY EMPLOYEE NO.	N/A			

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	TAN	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	REHINA	NAME EXTENSION (JR., SR) N/A	BRIANNA ROLENE L. TAN	9/14/2014
MIDDLE NAME	LOMBOG		JOHN BRIAN L. TAN	6/25/2019
OCCUPATION	ADMINISTRATIVE AIDE I			
EMPLOYER/BUSINESS NAME	LGU-BAYBAY			
BUSINESS ADDRESS	R.MAGSAYSAY AVENUE BAYBAY CITY, LEYTE			
TELEPHONE NO.	335-2045			
24. FATHER'S SURNAME	TAN			
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ESPINOSA			
25. MOTHER'S MAIDEN NAME	SABELINO			
SURNAME	TAN			
FIRST NAME	MAGDALENA			
MIDDLE NAME	QUILISADIO			
(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	ORMOC CITY CENTRAL SCHOOL	PRIMARY EDUCATION	6/5/1986	3/5/1991	GRADUATED	1991	N/A
SECONDARY	SAINT PETERS COLLEGE	SECONDARY	6/5/1991	3/5/1995	GRADUATED	1995	N/A
VOCATIONAL / TRADE COURSE	TESDA	NC II ANIMAL PRODUCTION, NC III CROP PRODUCTION, NC III HORTICULTURE	4/4/2018	4/7/2018	GRADUATED	2018	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	COLLEGE GRADUATE	6/5/1995	5/8/2008	GRADUATED	2008	N/A
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	02-12-2020
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[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	02-12-2020

Calan

02-12-2020

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

If YES, give details:

☐ 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

If YES, give details:

☐ 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

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.
DEXTER MAGAN	BRGY. PANGASUGAN	9053804045
JOSEFINA K. GRANADA-GUTIERREZ	BRGY. GAAS	9156318130
CHRISTOPHER P. CATATE	SAN ISIDRO	0936 451995

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.



ROLANDO Q. TAN

PHOTO

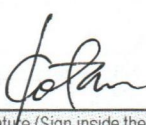
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: TIN

ID/License/Passport No.: 949-059-066

Date/Place of Issuance: 1/28/08




Signature (Sign inside the box)

02-12-2020

Date Accomplished

FEB 12 2020



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

affiant exhibiting his/her validly issued government ID as indicated above.

REC. NO. 820

PAGE NO. 43

BOOK NO. 100

SERIES OF

ATTY. MYRA BELLE L. AURE

PUBLIC ATTORNEY

PURSUANT TO R.A. 9406

Person Administering Oath

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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.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)

- Developed recruitment plan
- Designed training program for retirees under EO 366

- Summary of Actual Duties


- Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.


Roland Q. Tan
 (Signature over Printed Name
 of Employee/Applicant)

Date: 02-13-2020