

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	BATHAN		
FIRST NAME	NARCISO		NAME EXTENSION (JR., SR)
MIDDLE NAME	CASTRO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/09/1965	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	BAYBAY, 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality LEYTE
7. HEIGHT (m)	5'6"	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality LEYTE
8. WEIGHT (kg)	70 KL.	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	A	20. MOBILE NO.	N/A
10. GSIS ID NO.	CMOOO03878448	21. E-MAIL ADDRESS (if any)	
11. PAG-IBIG ID NO.	1700-0024-2558		
12. PHILHEALTH NO.	13000015617-6		
13. SSS NO.	N/A		
14. TIN NO.	116-623-225		
15. AGENCY EMPLOYEE NO.	V000573		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BATHAN	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WELINDA	HAZEL ANN	03/23/1992
MIDDLE NAME	TUYAN	MARIA NERESSA	10/2/1995
OCCUPATION	HOUSEWIFE	HADLEY	11/22/2000
EMPLOYER/BUSINESS NAME	N/A	HERA AUDRIELLE	10/11/2011
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	BATHAN		
FIRST NAME	MARCELO		
MIDDLE NAME	AREOLA		
25. MOTHER'S MAIDEN NAME			
SURNAME	CASTRO		
FIRST NAME	MARIA		
MIDDLE NAME	ANAJAO		

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	BAYBAY NORTH CENTRAL SCOO	ELEMENTARY	1971	1977		1977	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1977	1981		1981	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SCRETARIAL COURSE	1981	1983		1983	
GRADUATE STUDIES							

SIGNATURE	DATE
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[illegible]

V. WORK EXPERIENCE		
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[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	


[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS: TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRAWING	N/A	N/A
PAINTING		

SIGNATURE		DATE	Jan. 18, 2019
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>																
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>																
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>																
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RAMON ORIAS</td> <td>VISAYAS STATE UNIVERSITY</td> <td>563-7229</td> </tr> <tr> <td>DANIEL TAN</td> <td>VISAYAS STATE UNIVERSITY</td> <td>563-7229</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RAMON ORIAS	VISAYAS STATE UNIVERSITY	563-7229	DANIEL TAN	VISAYAS STATE UNIVERSITY	563-7229							
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<p>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.</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Government Service Insurance System</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>CM00003878448</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>JUNE 28, 2012 / MAASIN CITY</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Government Service Insurance System	ID/License/Passport No.:	CM00003878448	Date/Place of Issuance:	JUNE 28, 2012 / MAASIN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"> </td> </tr> <tr> <td style="width: 50%;">Signature (Sign inside the box)</td> <td style="width: 50%;"></td> </tr> <tr> <td>Date Accomplished</td> <td>JAN 22, 2019</td> </tr> </table>			Signature (Sign inside the box)		Date Accomplished	JAN 22, 2019
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<p>43. SUBSCRIBED AND SWORN to before me this <u>JAN 22 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"> <p>ATTY. RYAN C. GUINOCOR VSU LEGAL COUNSEL</p> </div>																	

WORK EXPERIENCE SHEET

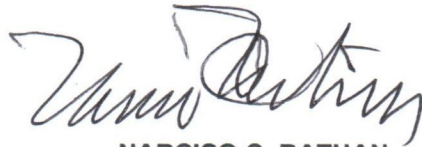
Instructions: 1. Include only the work experiences relevant to the position being applied to.

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: October 15, 1989 - present
 - Position: Admin, Aide II
 - Name of Office/Unit: PhilRootcrops
Immediate Supervisor: Ms. Elsa M. Umpad
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte

Summary of Actual Duties:

- Makes streamers, banners, backdrops, posters.
- Prepare cover designs for reports.
- Binding of reports, reference materials, training modules.
- Designs & Lay-outs for t-shirts, displays, exhibits, painting.
- Accepts request from other depts., offices.
- Performed other duties that may be assigned.



NARCISO C. BATHAN

(Signature over Printed Name
of Employee/Applicant)

Date: January 18, 2019