

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	<div>N/A</div> <div>House/Block/Lot No.</div> <div>N/A</div> <div>Subdivision/Village</div> <div>BAYBAY</div> <div>City/Municipality</div> <div>N/A</div> <div>Street</div> <div>MASLUG</div> <div>Barangay</div> <div>LEYTE</div> <div>Province</div>
7. HEIGHT (m)	5'6"	6521	
8. WEIGHT (kg)	70 KL.	ZIP CODE	6521
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	<div>N/A</div> <div>House/Block/Lot No.</div> <div>N/A</div> <div>Subdivision/Village</div> <div>BAYBAY</div> <div>City/Municipality</div> <div>N/A</div> <div>Street</div> <div>MASLUG</div> <div>Barangay</div> <div>LEYTE</div> <div>Province</div>
10. GSIS ID NO.	CMOOOO3878448	6521	
11. PAG-IBIG ID NO.	1700-0024-2558	ZIP CODE	6521
12. PHILHEALTH NO.	13000015617-6		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116-623-225	20. MOBILE NO.	N/A
15. AGENCY EMPLOYEE NO.	V000573	21. E-MAIL ADDRESS (if any)	

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	NAME EXTENSION (JR., SR)	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	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AREOLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CASTRO			
FIRST NAME	MARIA			
MIDDLE NAME	ANAJAO			

(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	BAYBAY NORTH CENTRAL SCHOOL	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 SECRETARIAL COURSE	1981	1983		1983	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 25, 2017
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE <i>[Signature]</i>	DATE
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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	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator	
7. Participants	
8. Objectives	
9. Key Takeaways	
10. Action Items	
11. Feedback	
12. Other Comments	

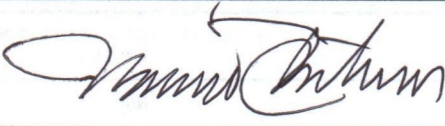
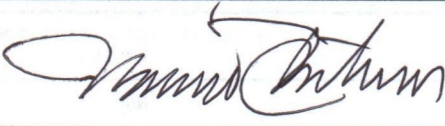
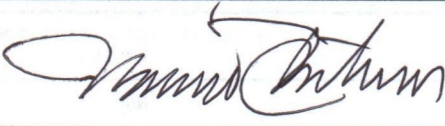



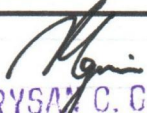
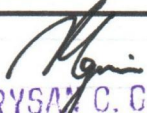
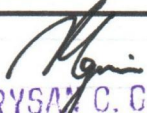
[illegible]

(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)
DRAWING	N/A	N/A
PAINING		

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	
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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 checked="" 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 checked="" 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 checked="" 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)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><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></table>		NAME	ADDRESS	TEL. NO.	RAMON ORIAS	VISAYAS STATE UNIVERSITY	563-7229	DANIEL TAN	VISAYAS STATE UNIVERSITY	563-7229			
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DANIEL TAN	VISAYAS STATE UNIVERSITY	563-7229											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: Government Service Insurance System</td></tr><tr><td>ID/License/Passport No.: CM00003878448</td></tr><tr><td>Date/Place of Issuance: 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><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>JUNE 25 2019</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	JUNE 25 2019	Date Accomplished			
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SUBSCRIBED AND SWORN to before me this <u>01 JUL 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOCOR</td></tr><tr><td>VS LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOCOR	VS LEGAL OFFICER	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.

- 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: June 26, 2019

[Handwritten signature]

IN WITNESS WHEREOF
I have hereunto set my hand and
the seal of the said Court at
the City of New York, this 1st day of
January, 1901.

[Handwritten mark]