

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	SEÑARA		
FIRST NAME	CIELO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FLANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	4/25/1966	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	Mambajao, Camiguin	If holder of dual citizenship, please indicate the details.	Philippines
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	817 A. Mabini St. House/Block/Lot No. Street Brgy. Zone 2 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	166cm	ZIP CODE	6521
8. WEIGHT (kg)	72.80		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	817 A. Mabini St. House/Block/Lot No. Street Brgy. Zone 2 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	66042501949	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210 9232 8085		
12. PHILHEALTH NO.	13-000014354-6	19. TELEPHONE NO.	none
13. SSS NO.	None	20. MOBILE NO.	09489734261
14. TIN NO.	116-626-906	21. E-MAIL ADDRESS (if any)	cielo_sen@yahoo.com
15. AGENCY EMPLOYEE NO.	V00647		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	SEÑARA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GERALDINE	NAME EXTENSION (JR., SR)	Sweet Urahia May	Jan. 27, 1991
MIDDLE NAME	GODOY		Therese Althea	Apr. 10, 1996
OCCUPATION	N/A		Ken Franchiz	Jun. 5, 2008
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SEÑARA			
FIRST NAME	ANTONIO	SR.		
MIDDLE NAME	ABOC			
25. MOTHER'S MAIDEN NAME				
SURNAME	FLANDEZ			
FIRST NAME	TERESITA			
MIDDLE NAME	PIEZA			

(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	Graduated	1972	1978	Certificate		Diploma
SECONDARY	Franciscan College of the Immaculate Conception (FCIC)	Graduated	1978	1982	Diploma		Diploma
VOCATIONAL / TRADE COURSE	None	None			None		None
COLLEGE	Franciscan College of the Immaculate Conception (FCIC)	Bachelor of Science in Commerce	1982	1986	Diploma		Diploma
GRADUATE STUDIES	None	None			None		None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/7/2019
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
None	None	None	None	None	None

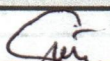
(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format *00)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
07/01/2018	Present	Admin. Aide III	Visayas State University	541.54		CASUAL	YES
01/01/2018	06/30/2018	Admin. Aide III	Visayas State University	541.54		CASUAL	YES
07/01/2017	12/31/1017	Admin. Aide III	Visayas State University	517.59		CASUAL	YES
01/01/2017	06/30/17	Admin. Aide III	Visayas State University	517.59		CASUAL	YES
01/01/2016	12/31/2016	Admin. Aide III	Visayas State University	494.68		CASUAL	YES
01/01/2015	12/31/2015	Admin. Aide III	Visayas State University	472.77		CASUAL	YES
07/01/2014	12/31/2014	Admin. Aide III	Visayas State University	472.77		CASUAL	YES
01/01/2014	06/30/2014	Admin. Aide III	Visayas State University	402.42		CASUAL	YES
01/01/2013	12/31/2013	Admin. Aide III	Visayas State University	402.42		CASUAL	YES
01/01/2012	12/31/2012	Admin. Aide III	Visayas State University	402.42		CASUAL	YES
01/01/2011	12/31/2011	Admin. Aide III	Visayas State University	367.27		CASUAL	YES
07/01/2008	12/31/2010	Admin. Aide III	Visayas State University	332.14		CASUAL	YES
01/01/2007	06/30/2008	Admin. Aide III	Visayas State University	301.90		CASUAL	YES
01/01/2005	12/31/2006	Admin. Aide III	Leyte State University	274.50		CASUAL	YES
01/01/2002	12/31/2004	Clerk I	Leyte State University	274.50		CASUAL	YES
07/01/2001	12/31/2001	Clerk I	Visayas Staeea College of Agriculture	274.50		CASUAL	YES
01/01/2000	06/30/2001	Clerk I	Visayas State College of Agricultrue	261.41		CASUAL	YES
01/01/1997	12/31/1999	Clerk I	Visayas State College of Agricultrue	237.64		CASUAL	YES
01/01/1996	12/31/1996	Clerk I	Visayas State College of Agricultrue	225.27		CASUAL	YES
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agricultrue	179.82		CASUAL	YES
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agricultrue	134.36		CASUAL	YES
07/01/1989	12/31/1993	Clerk I	Visayas State College of Agricultrue	98.00		CASUAL	YES
01/01/1989	06/30/1989	Clerk I	Visayas State College of Agricultrue	32.85		CASUAL	YES
06/01/1988	12/31/1988	Laborer	Visayas State College of Agricultrue	32.85		CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/7/2019
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[illegible]

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

[illegible]

VIII. OTHER INFORMATION

	NON ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP
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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)?

☐ 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:

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.
Dr. Feliciano G. Sinon	VSU, Baybay City	
Dr. Romel B. Armeclin	VSU, Baybay City	
Dr. Ruben M. Gapasin	VSU, Baybay City	

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: V00647

ID/License/Passport No.: H03-98-020679

Date/Place of Issuance: April, 25, 2017, Baybay City, Leyte

Signature (Sign inside the box)

1/7/2019

Date Accomplished

Right Thumbmark

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

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: January 1, 1989 – Present
- Position: Administrative Aide III
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Feliciano G. Sinon
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares Government Standard Forms - Trip tickets, RIS, Travel orders, itinerary of travel, certificate of travel completed, cash advances, liquidation reports, DTR/CSR, payrolls, application for leave, request for overtime, appointments/contracts, purchase request, purchase order, request for quotation, abstract of quotation, obligation request/budget utilization request, disbursement voucher, inspection and acceptance report, claims/ reimbursements, job order, job request, PDS, accomplishment reports, VAT certificates, etc.
- Prepares/encodes staff (casual & contractual) evaluation documents - PES individual targets prepared, PMS contracts prepared, PES accomplishments
- Other Services: Messengerial, photocopying/printing services, assists staff in different computer system installation (removal of virus, backing up of data, etc.)
- In-charge and monitors audio visual equipment of the center and equipments at laboratories
- Customer Assistance Services


CIELO F. SEÑARA

(Signature over Printed Name
of Employee/Applicant)

Date: _____