

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	LEONOR			
FIRST NAME	CHITO			
MIDDLE NAME	LETARGO			
3. DATE OF BIRTH (mm/dd/yyyy)	7/19/1957	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	GUMACA, QUEZON	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street	
7. HEIGHT (m)	168	ZIP CODE	IGANG	
8. WEIGHT (kg)	62		Subdivision/Village	Barangay
9. BLOOD TYPE	"o"		Baybay City	Leyte
10. GSIS ID NO.	57071902040	18. PERMANENT ADDRESS	City/Municipality Province	
11. PAG-IBIG ID NO.	1700-0025-2916		House/Block/Lot No. Street	IGANG
12. PHILHEALTH NO.	13-000016152-2		Subdivision/Village	Barangay
13. SSS NO.	N/A	19. TELEPHONE NO.	Baybay City	Leyte
14. TIN NO.	116-625-162		City/Municipality Province	6521
15. AGENCY EMPLOYEE NO.	VOO288		20. MOBILE NO.	09159952423
		21. E-MAIL ADDRESS (if any)	clleonor_08@yahoo.com	


II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	MAZO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CECILIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GALVEZ	RONOEL M. LEONOR	8/23/1980
OCCUPATION	HOUSEKEEPING	RONALD M. LEONOR	7/21/1982
EMPLOYER/BUSINESS NAME	NOT APPLICABLE	MA. RONA ANGELES M. LEONOR	5/5/1987
BUSINESS ADDRESS	NOT APPLICABLE		
TELEPHONE NO.	9957192046		
24. FATHER'S SURNAME	LEONOR		
FIRST NAME	MAMERTO		
MIDDLE NAME	LUNA		
25. MOTHER'S MAIDEN NAME	LETARGO		
SURNAME	PILAR		
FIRST NAME	MARCO		
MIDDLE NAME			
(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	GUMACA WEST ELEM. SCHOOL	Primary Education	1964	1970	N/A	1970	N/A
SECONDARY	GUMACA PROV'L. HIGH SCHOOL	High School	1971	1976	N/A	1976	N/A
VOCATIONAL / TRADE COURSE	BAYBAY NORTH CENTRAL SCHOOL	RADIO ELECTRONICS	1994		N/A	1994	N/A
COLLEGE	EASTERN QUEZON COLLEGE	BACHELOR OF ARTS	1978		1 SEMESTER	N/A	N/A
GRADUATE STUDIES	N/A	N/A					
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		4/25/17		

[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]

SIGNATURE		DATE	April 25, 2017
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

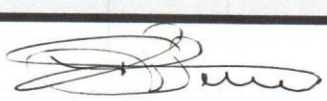


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION:

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
MECHANICAL TROUBLE SHOOTING	N/A	LSU-ADPA
ELECTRONIC TROUBLE SHOOTING		LEYTE STATE UNIVERSITY - ADMINISTRATIVE PERSONNEL ASSOC.
SINGING, SWIMMING AND CHESS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017
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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 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 border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. MARIA JULIET C. CENIZA</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173095016</td></tr><tr><td>DR. ROBERTO C. GUARTE</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173108078</td></tr><tr><td>ENGR. ALLAN B. LORETO</td><td>VSU, Visca, Baybay City, Leyte</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. MARIA JULIET C. CENIZA	VSU, Visca, Baybay City, Leyte	9173095016	DR. ROBERTO C. GUARTE	VSU, Visca, Baybay City, Leyte	9173108078	ENGR. ALLAN B. LORETO	VSU, Visca, Baybay City, Leyte	N/A
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ENGR. ALLAN B. LORETO	VSU, Visca, Baybay City, Leyte	N/A											
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, G-000, G-000, I-000, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance: Government Issued ID: VOO0288 ID/License/Passport No.: NO9-82-011413 Date/Place of Issuance: 07/22/15 BAYBAY CITY	<div> Signature (Sign inside the box) APRIL 25, 2017 Date Accomplished</div> <div> CHITO L. LEONOR  Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this <u>APR 27 2017</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYSON C. GUINOCOR NOTARY PUBLIC Person Administering Oath PTR 019-1833 - BAYBAY CITY - 12/19/16 IBP 1030929 - TAGLORAN CITY - 12/19/16 MCLE COMPL. NO. V-011 - 07/20/15 ROLL OF ATTORNEYS NO. 57467</div>													