

# 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	CAINTIC			
FIRST NAME	JOIE PROCESO		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	SORIA			
3. DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 18, 1980	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	29 WALING-WALING House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	168	ZIP CODE	6521	
8. WEIGHT (kg)	75	18. PERMANENT ADDRESS	29 WALING-WALING House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
9. BLOOD TYPE	TYPE O	ZIP CODE	6521	
10. GSIS ID NO.		19. TELEPHONE NO.	N/A	
11. PAG-IBIG ID NO.		20. MOBILE NO.	0926-325-3616	
12. PHILHEALTH NO.	13-050055158-6	21. E-MAIL ADDRESS (if any)	procesoc@yahoo.com	
13. SSS NO.	33-7912825-4			
14. TIN NO.	936-206-899			
15. AGENCY EMPLOYEE NO.				

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		KIRSTEIN HERSHEY R. CAINTIC	AUGUST 24, 2004
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CAINTIC			
FIRST NAME	RODULFO			
MIDDLE NAME	OLMEDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	SORIA			
FIRST NAME	CONCHITA			
MIDDLE NAME	NAYRE			

(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	SAN AGUSTIN ELEMENTARY SCHOOL	ELEMENTARY	1986	1993		1993	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY CITY	SECONDARY	1993	1997		1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	UNIVERSITY OF THE VISAYAS - CEBU CITY	BS MARINE TRANSPORTATION	1997	2001		2001	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 12, 2017
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	NC II - DRIVING	N/A	OCTOBER 17, 2012	CALUBIAN, LEYTE	12080302009527	OCT. 17, 2017
	NC III - AGRICULTURAL CROP PRODUCTION	N/A	AUGUST 6, 2016	VSU, BAYBAY CITY, LEYTE	16082603005156	AUG. 5, 2021

**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	SEPTEMBER 12, 2017
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# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHILIPPINE GUARDIANS BROTHERHOOD, INC. (PGBI)	2010	PRESENT		MEMBER
	LUNGSOD BATOK SA LAUD (LUBAS)	2015	2016		MEMBER

(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)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	FIRE AND EARTHQUAKE DRILL	SEPTEMBER 8, 2017		4	SUPERVISORY	VSU-DFST
	FIRE AND EARTHQUAKE DRILL	NOVEMBER 19, 2016		4	SUPERVISORY	VSU-DCHM
	BASIC LIFE SUPPORT, FIRE FIGHTING AND RESCUE TRAINING	JULY 4-5; 7-8; 11, 2016		40	TECHNICAL	VSU-SSO
	FIRE PREVENTION SEMINAR AND TRAINING ON MASS CASUALTY INCIDENT RESPONSE	MARCH 27, 2015		8	TECHNICAL	BFP- BAYBAY
	FIRE PREVENTION SEMINAR AND DRILL	MARCH 26, 2015		8	TECHNICAL	BFP- BAYBAY
	RE-ORIENTATION SEMINAR SEMINAR ON SECURITY GUARDS	SEPTEMBER 4, 2014		8	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR ON FIRE PREVENTION AND SAFETY AWARENESS	APRIL 25, 2013		8	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR ON FIRE PREVENTION	SEPTEMBER 21, 2012		8	TECHNICAL	VISAYAS STATE UNIVERSITY
	ULTRASONIC TESTING (UT)	JULY 12, 2008	JULY 23, 2008	40	TECHNICAL	NATIONAL PIPE COMPANY, LTD. (KSA)
	VISUAL TESTING (VT)	NOV. 10, 2007	NOV. 14, 2007	26	TECHNICAL	NATIONAL PIPE COMPANY, LTD. (KSA)
	PENTRANT TESTING (PT)	NOV. 5, 2007	NOV. 9, 2007	18	TECHNICAL	NATIONAL PIPE COMPANY, LTD. (KSA)
	DECK WATCHKEEPING	FEB. 19, 2017	FEB. 23, 2017	40	TECHNICAL	UC-METC, CEBU CITY
	PREVENTION OF ALCOHOL AND DRUG ABUSE IN THE MARITIME SECTOR (PADAMS)	FEB. 9, 2001	FEB. 10, 2001	12	TECHNICAL	UC-METC, CEBU CITY
	BASIC SAFETY COURSE: PERSONAL SURVIVAL TECHNIQUES	JAN. 29, 2001	FEB. 7, 2001	15	TECHNICAL	UC-METC, CEBU CITY
	BASIC SAFETY COURSE: FIRE PREVENTION AND FIRE FIGHTING	JAN. 29, 2002	FEB. 7, 2002	18	TECHNICAL	UC-METC, CEBU CITY
	BASIC SAFETY COURSE: ELEMENTARY FIRST AID	JAN. 29, 2003	FEB. 7, 2003	12	TECHNICAL	UC-METC, CEBU CITY
	BASIC SAFETY COURSE: PERSONAL SAFETY AND SOCIAL RESPONSIBILITY	JAN. 29, 2004	FEB. 7, 2004	30	TECHNICAL	UC-METC, CEBU CITY

(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)
	DRIVING		SAFETY MODEL EMPLOYEE (3RD PLACER)		
	COMPUTER LITERATE				
	COOKING				
	MUSIC AND SPORTS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 13, 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)?

☐ 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.
ATTY. RYSAN C. GUINOCOR	VSU, BAYBAY CITY, LEYTE	09173126266
ENGR. CELSO GUMAOD	VSU, BAYBAY CITY, LEYTE	09176341532
DR. ELWIN JAY YU	VSU, BAYBAY CITY, LEYTE	09357882192

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, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: 803-04-000960


Date/Place of Issuance: DEC. 18, 2015 / BAYBAY CITY

Signature (Sign inside the box)

Date Accomplished



JOE PROCESO S. CAINTIC  
PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 

SEP 12 2017

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

ATTY. RYSAN C. GUINOCOR

NOTARY Public

UNTIL DECEMBER 31, 2017

PRK 819580 - BAYBAY/LEYTE - 9/12/17

IBP 1030924 - TAGLOBAN CITY - 12/19/16

MCLE COMP. NO. V-0009580-07/20/15

ROLL OF ATTORNEYS NO. 57467

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