

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	CAINTIC		
FIRST NAME	LENITA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	CAPASANDM		
3. DATE OF BIRTH (mm/dd/yyyy)	11-21-1963	16. CITIZENSHIP	<input 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 type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: abandoned since 2005	17. RESIDENTIAL ADDRESS	443 House/Block/Lot No. Street STA. CRUZ Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5' 1"	ZIP CODE	
8. WEIGHT (kg)	59 KGS	18. PERMANENT ADDRESS	443 House/Block/Lot No. Street STA. CRUZ Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.		19. TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	1211 - 2568 - 1068	20. MOBILE NO.	0926 5453 442
12. PHILHEALTH NO.		21. E-MAIL ADDRESS (if any)	lapasandalenita@gmail.com
13. SSS NO.	NA		
14. TIN NO.	922-434-128		
15. AGENCY EMPLOYEE NO.	V-00584		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAME EXTENSION (JR, SR)		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA		Gayle L. Caintic	11-18-1990
MIDDLE NAME	NA		Grace L. Caintic	3-12-1994
OCCUPATION	NA		Glyza L. Caintic	10-10-1996
EMPLOYER/BUSINESS NAME	NA		Glenn Paulo L. Caintic	4-1-1999
BUSINESS ADDRESS	NA		Gian Adel L. Caintic	8-12-2004
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	CAPASANDA Sr. (deceased)			
FIRST NAME	DIOSCOPO			
MIDDLE NAME	MATENDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VARAON			
FIRST NAME	MERCEDES			
MIDDLE NAME	GALONIA			

(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	STA CRUZ ELEMENTARY SCHOOL		1970	1976		1976	
SECONDARY	BAYBAY HIGH SCHOOL		1976	1980		1980	
VOCATIONAL / TRADE COURSE	VISAYAS STATE COLLEGE OF AGRICULTURE	SEWING	5-1998	5-1998		1998	
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BS. DEV. COM.	1985	1988	3rd Yr. 105 UNITS		
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
1-4-2022	



IV. CIVIL SERVICE ELIGIBILITY						
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
	NA			NA		

#### V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>H. Cantor</i>	DATE	1-4-2022
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[illegible]

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]

VIII. OTHER INFORMATION		
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Table Setting		
Jewelry		
Nail Manicuring		

Agcanti

1-4-2022



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:

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.
Rizal Tondia	Guadalupe Baybay	09269064309
Arrah Mae Godoy	Hibunawan Baybay	09066210877

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:  
ID/License/Passport No.:  
Date/Place of Issuance:

Scanit

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Rysan C. Guinocor  
VSU Chief Legal Officer

Person Administering Oath