

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.

I. PERSONAL INFORMATION			
2. SURNAME	GOFREDO		
FIRST NAME	TEOFILO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAÑETE		
3. DATE OF BIRTH (mm/dd/yyyy)	January 12, 1968	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	Brgy. Hibunawan, Baybay City, 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	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	5.5	ZIP CODE	
8. WEIGHT (kg)	75 kls		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	121020900871		
12. PHILHEALTH NO.	13-000016646-5	19. TELEPHONE NO.	N/A
13. SSS NO.	33-4241302-2	20. MOBILE NO.	09261730619
14. TIN NO.	116-624-677	21. E-MAIL ADDRESS (if any)	yolep03@yahoo.com
15. AGENCY EMPLOYEE NO.	00-580		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	GOFREDO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JEAN	NAME EXTENSION (JR., SR)	MA. THERESA O. GOFREDO
MIDDLE NAME	DAGATAN		01-22-1999
OCCUPATION	BHW		
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	GOFREDO (DECEASED)		
FIRST NAME	SATURNINO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CALUNGSOD		
25. MOTHER'S MAIDEN NAME			
SURNAME	CAÑETE		
FIRST NAME	CALIXTRA		
MIDDLE NAME	ESTOPA		
(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)	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To		
ELEMENTARY	HIBUNAWAN ELEM. SCHOLL		1974	1980		
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		1981	1984		
VOCATIONAL / TRADE COURSE						
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	SECRETARIAL	1984	1986		
GRADUATE STUDIES						
(Continue on separate sheet if necessary)						

SIGNATURE		DATE	January 5, 2018
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 5, 2018	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	IMMACULATE CONCEPTION PARISH LAY EUCHARISTIC MINISTER ASSOCIATION, BAYBAY CITY, LEYTE				VICE PRESIDENT

(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			
	TRAINING WORKSHOP ON THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9184	May 17-19, 2017		24	Technical	DBM. GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE, MANILA
	PROCUREMENT PLANNING WORKSHOP	September 15, 2016		8	Technical	OVPAF, VSU, Visca Baybay City, Leyte
	TRAINING ON R.A 9184 OR GOVERNMENT PROCUREMENT REFORM ACT (GPRA)	April 11-12, 2016		16	Technical	DEVELOPMENT ACADEMY OF THE PHILIPPINES, DAVAO CITY
	TRAINING WORKSHOP ON THE USE OF THE AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS	August 13-14, 2015		16	Technical	DBM. GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE, MANILA
	PLANNING-WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENTS RELATIVE TO PROCUREMENT	May 27, 2015		8	Technical	OVPAF, VSU, Visca Baybay City, Leyte
	FIRE PREVENTION SEMINAR	September 21, 2015		4	Technical	BUREAU OF FIRE PROTECTION, Baybay City, Leyte
	RE-ORIENTATION SEMINAR ON CUSTOMER SERVICE, WORK VALUES AND ANTI-RED TAPE LAW	September 10, 2014		8	Technical	ODAHRD, VSU, Visca Baybay City, Leyte
	TRAINING ON PIPE FABRICATOR	February 06-13, 2008		104	Technical	In House Training/San Pascual, Batangas City
	NET WORKING PRODUCTIVITY TOOLS	June 10-11, 2003		16	Technical	LSU - ICTU




(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 (4 wheels)				IMMACULATE CONCEPTION PARISH LAY EUCHARISTIC MINISTER ASSOCIATION, BAYBAY CITY, LEYTE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 5, 2018
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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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>Date Filed: _____</div> <div>Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
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>ERLINDA S. ESGUERRA</td><td>VSU, Visca Baybay City, Leyte</td><td></td></tr><tr><td>ALEX P. TULIN</td><td>VSU, Visca Baybay City, Leyte</td><td></td></tr><tr><td>ALICIA M. FLORES</td><td>VSU, Visca Baybay City, Leyte</td><td>563-7190</td></tr></table>			NAME	ADDRESS	TEL. NO.	ERLINDA S. ESGUERRA	VSU, Visca Baybay City, Leyte		ALEX P. TULIN	VSU, Visca Baybay City, Leyte		ALICIA M. FLORES	VSU, Visca Baybay City, Leyte	563-7190
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ALICIA M. FLORES	VSU, Visca Baybay City, Leyte	563-7190												
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.														
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID:</div> <div>Driver License: H03-97-028155</div> <div>Date/Place of Issuance: 01-12-16/ LTO Baybay City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>January 05, 2018</div> <div>Date Accomplished</div>	<div></div> <div>TEOFILO C. GOFREDO</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														