

# 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	STA. IGLESIA		
FIRST NAME	MARILOU	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LABANA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/30/1962	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	
7. HEIGHT (m)	151	House/Block/Lot No.	Street
8. WEIGHT (kg)	58.6	Subdivision/Village	PANGASUGAN
9. BLOOD TYPE	O	City/Municipality	LEYTE
10. GSIS ID NO.	62093002411	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0026-2306	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-000014369-4	House/Block/Lot No.	Street
13. SSS NO.	N/A	Subdivision/Village	PANGASUGAN
14. TIN NO.	116-627-050	City/Municipality	LEYTE
15. AGENCY EMPLOYEE NO.	V000648	ZIP CODE	6521
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09152862332
		21. E-MAIL ADDRESS (if any)	marilousta.iglesia@yahoo.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	STA. IGLESIA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NESTOR	NESS MARIE L. STA. IGLESIA	03/24/1982
MIDDLE NAME	CALIBUD	NHESLY L. STA. IGLESIA	11/09/1992
OCCUPATION	LABORER	MARY LEE L. STA. IGLESIA	04/24/1995
EMPLOYER/BUSINESS NAME	NONE		
BUSINESS ADDRESS	NONE		
TELEPHONE NO.	NONE		
24. FATHER'S SURNAME	LABANA		
FIRST NAME	VICENTE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MARANGUIT		
25. MOTHER'S MAIDEN NAME	NAYRE		
SURNAME	LABANA		
FIRST NAME	PONCIANA		
MIDDLE NAME	POLIKUIT		

(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	PANGASUGAN ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	1969	1974	N/A	1974	NONE
SECONDARY	VISAYAS STATE OF AGRICULTURE	HIGH SCHOOL GRADUATE	1974	1978	N/A	1978	NONE
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	SECRETARIAL	1978	1981	N/A	1981	CERT.
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

## V. WORK EXPERIENCE

[illegible]

**SIGNATURE**

DATE \_\_\_\_\_

July 8, 2019



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SERVICE / NON-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		
	N/A	N/A	N/A	N/A	N/A

(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)
		From	To		
	HIV IN THE WORKPLACE SEMINAR	12/09/2016	12/09/2016	4.0	
	ISO 9001-2008 ORIENTATION & WRITESHOP AMONG CLERK AND SECRETARIES	09/21/2015	09/21/2015	8.0	
	PLANNING WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENTS RELATIVE TO PROCUREMENT	05/27/2015	05/27/2015	4.0	
	(PMES-OPES) TRAINING ON RA9184 AND ITS REVISED IRR	1/26/2011	1/26/2011	8.0	
	ANNUAL RDE MANAGEMENT FORUM SEMINAR-WORKSHOP ON PREPARATION OF PERFORMANCE TARGETS AND ACCOMPLISHMENT	01/11/2011	01/12/2011	16.0	
	MODULES I.II AND VI	7/29/2010	7/29/2010	8.0	
	WORKSHOP ON CONCEPTUALIZING R & D PROJECTS	7/22/2010	7/23/2010	16.0	
	RESEARCH AND DEVELOPMENT IN-HOUSE REVIEW	4/26/2010	4/30/2010	40.0	
	SEMINAR ON ESSENTIAL PSYCHOPHARMACOLOGY: DRUGS, BEHAVIOR AND CLINICAL IMPLICATIONS AND FISHING FOR ANSWERS IN NEUROSCIENCE WITH ZEBRATISH	10/23/2009	10/23/2009	4.0	
	SEMINAR-WORKSHOP ON LEADERSHIP AND ETHICS IN RESEARCH & EXTENSION MANAGEMENT	10/15/2009	10/15/2009	8.0	
	COMPUTER TRAINING FOR EXCEL AND POWERPOINT PROGRAM	10/28/2003	10/30/2003	24.0	
	CAREER AND PERSONALITY DEVELOPMENT FOR CLERK AND OTHER ADMINISTRATIVE STAFF	5/19/2003	5/20/2003	24.0	
	VALUES ORIENTATION WORKSHOP (VOW)	09/01/1998	09/03/1998	24.0	

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	NONE	NONE
VOLLEYBALL		
DANCING		

(Continue on separate sheet if necessary)



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

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

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. MILAGROS BALES	VISCA, BAYBAY CITY, LEYTE	
PROF. ROSA OPHELIA D. VELARDE	VISCA, BAYBAY CITY, LEYTE	

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:	GSIS UMID ID
ID/License/Passport No.:	006-0076-3488-4
Date/Place of Issuance:	

Signature (Sign inside the box)

July 8, 2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this JUL 09 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR  
VSO LEGAL OFFICER  
Person Administering Oath

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