

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	Sy		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:	
FIRST NAME	Joana Lin	NAME EXTENSION (JR., SR)		N/A		
MIDDLE NAME	Caintic					
3. DATE OF BIRTH (mm/dd/yyyy)	01/09/1989	If holder of dual citizenship, please indicate the details.		Philippines		
4. PLACE OF BIRTH	Baybay, Leyte					
5. SEX	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female				
6. CIVIL STATUS	<input type="checkbox"/> Single	<input checked="" type="checkbox"/> Married	17. RESIDENTIAL ADDRESS			
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated	Zone 2			
	<input type="checkbox"/> Other/s:		House/Block/Lot No. _____ Street _____			
			Subdivision/Village _____ Barangay _____			
7. HEIGHT (m)	1.50		BAYBAY LEYTE			
8. WEIGHT (kg)	70.00		City/Municipality _____ Province _____			
9. BLOOD TYPE	N/A		ZIP CODE 6521			
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS			
11. PAG-IBIG ID NO.	121187876791		House/Block/Lot No. _____ Street _____			
12. PHILHEALTH NO.	130253582929		Subdivision/Village _____ Barangay _____			
13. SSS NO.	3421914934		City/Municipality _____ Province _____			
14. TIN NO.	712469169000		ZIP CODE _____			
15. AGENCY EMPLOYEE NO.	VJO02124		19. TELEPHONE NO. N/A			
			20. MOBILE NO. 939-343-9199			
			21. E-MAIL ADDRESS (if any) joana.sy@vsu.edu.ph			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SY		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROEL	NAME EXTENSION (JR., SR)	HELAENA KATHLEEN C. SY	08/26/2013
MIDDLE NAME	PEDERICOS		KYZE KAEDE C. SY	11/19/2022
OCCUPATION	LABORER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CAINTIC			
FIRST NAME	CECILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ALBA			
25. MOTHER'S MAIDEN NAME	ELENITA TARIPE VALENCIA			
SURNAME	CAINTIC			
FIRST NAME	ELENITA			
MIDDLE NAME	VALENCIA			

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	Guadalupe Elementary School	Elementary	1995	2001		2001	N/A
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	High School	2001	2005		2005	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	LEYTE STATE UNIVERSITY	Bachelor of Science in Hotel Restaurant and Tourism Management	2005	2009		2009	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/08/2025
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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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? 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)? YES NO

If YES, give details: _____

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: _____

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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No _____

c. Are you a solo parent? YES NO

If YES, please specify ID No _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Vivian Balbarino		
Alicia Flores		
Loreta Malabanan		

ID picture taken within the last 6 months
3.5 cm x 4.5 cm
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

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: **N/A**

ID/License/Passport No.: **N/A**

Date/Place of Issuance: **N/A**

Signature (Sign inside the box)

01/08/2025

Date Accomplished

Right Thumbmark

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

Person Administering Oath