

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	MUTYA		
FIRST NAME	RESIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABANTOC		
3. DATE OF BIRTH (mm/dd/yyyy)	12/16/1999	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	CAPOOCAN, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A MELGAR ST. House/Block/Lot No. Street PUROK MALUNGGAY POBLACION ZONE II Subdivision/Village Barangay CAPOOCAN LEYTE City/Municipality Province
7. HEIGHT (m)	1.52 m	ZIP CODE	6530
8. WEIGHT (kg)	53 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	N/A POBLACION ZONE II House/Block/Lot No. Street PUROK MALUNGGAY POBLACION ZONE II Subdivision/Village Barangay CAPOOCAN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6530
11. PAG-IBIG ID NO.	121306911516		
12. PHILHEALTH NO.	130255516737		
13. SSS NO.	06-4459467-1	19. TELEPHONE NO.	N/A
14. TIN NO.	628-120-126	20. MOBILE NO.	+639658846654
15. AGENCY EMPLOYEE NO.	EFTI 6530	21. E-MAIL ADDRESS (if any)	resiecmutya@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MUTYA		JUNE 10, 1960	
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARCOSEBA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABANTOC		OCTOBER 16, 1966	
FIRST NAME	ELSA			
MIDDLE NAME	DA-ANG		(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	CAPOOCAN CENTRAL SCHOOL	ELEMENTARY	JUNE, 2006	APRIL, 2012	GRADUATED	2012	N/A
SECONDARY	ASUNCION S. MELGAR NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL	JUNE, 2012	APRIL, 2018	GRADUATED	2018	ACADEMIC HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF SCIENCE IN AGRIBUSINESS	AUGUST, 2018	AUGUST, 2022	GRADUATED	2022	COLLEGE SCHOLAR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 11, 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.
EDITH CHERRA SILAWAN	ISABEL, LEYTE	9651567429
EDENBELYN G. AMADOR	CAPOOCAN, LEYTE	9287373637
JHONNABEL MAGAN	ORMOC CITY, LEYTE	9616064935



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: **DRIVER'S LICENSE**

ID/License/Passport No.: **H09-23-001022**

Date/Place of Issuance: **JUNE 7, 2023/LTO CARIGARA, LEYTE**



Signature (Sign inside the box)

DECEMBER 11, 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