

PERSONAL DATA SHEET

not older than 6 mos.
3.5cm X 4.5 cm
(passport size)

Print legibly. Mark appropriate boxes with with

I. PERSONAL INFORMATION

1. LAST NAME			
FIRST NAME			
MIDDLE NAME			
2. DATE OF BIRTH			13. RESIDENTIAL ADDRESS
3. PLACE OF BIRTH			
4. SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
5. CIVIL STATUS	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed	
	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	14. TELEPHONE NO.
6. CITIZENSHIP			15. PERMANENT ADDRESS
7. HEIGHT (m)			ZIP CODE
8. WEIGHT (kg)			16. TELEPHONE NO.
9. BLOOD TYPE			17. E-MAIL ADDRESS (if any)
10. GSIS POLICY NO.			18. CELLPHONE NO. (if any)
11. PAG-IBIG ID NO.			19. AGENCY EMPLOYEE NO.
12. PHILHEALTH NO.			20. TIN

II. FAMILY BACKGROUND

21. NAME OF SPOUSE			
OCCUPATION			
EMPLOYER/BUS. NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
22. NAME OF CHILD/CHILDREN	Date of Birth (mm/dd/yyyy)	NAME OF CHILD/CHILDREN	Date of Birth (mm/dd/yyyy)

(Continue on separate sheet, if necessary)

23. NAME OF FATHER	24. FULL MAIDEN NAME OF MOTHER
25. PARENTS ADDRESS	

III. EDUCATIONAL BACKGROUND

26. LEVEL	Name of School (Write in full)	DEGREE / COURSE (Write in full)	Highest Grade/ Level/ Units Earned (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		ACADEMIC HONORS RECEIVED
				From	To	
ELEMENTARY						
SECONDARY						
VOCATIONAL/ TRADE COURSE						
TERTIARY						
GRADUATE STUDIES						
- Diploma						
- Master's						
- Doctorate						
NON-DEGREE COURSE*						

*course taken aside from Tertiary education but not classified as Graduate Studies

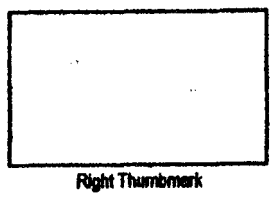
(Continue on separate sheet, if necessary)

<p>34. Are you related by consanguinity or affinity to any of the following: appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</p>	<p>a. Within the third degree? <input type="checkbox"/> YES <input type="checkbox"/> NO (for NATIONAL GOVERNMENT Employees)</p> <p>b. Within the fourth degree? <input type="checkbox"/> YES <input type="checkbox"/> NO (for LOCAL GOVERNMENT Employees)</p> <p>If your answer is "YES", give particulars _____</p>
<p>35. Have you ever been declared guilty of any administrative offense?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give details of the offense. _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulations by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give details of the offense. _____</p>
<p>37. Have you ever been forced to retire / resign or dropped from employment in the public or private sector?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give reasons. _____</p>
<p>38. Have you ever been a candidate in a national or local election (except Barangay election)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give date of election and other particulars. _____</p>
<p>39. 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:</p>	<p>a. Are you a member of any indigenous group? <input type="checkbox"/> YES <input type="checkbox"/> NO If your answer is "YES", please specify _____</p> <p>b. Are you differently abled? <input type="checkbox"/> YES <input type="checkbox"/> NO If your answer is "YES", please specify _____</p> <p>c. Are you a solo parent? <input type="checkbox"/> YES <input type="checkbox"/> NO If your answer is "YES", please specify _____</p>

40. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		
NAME	ADDRESS	TELEPHONE NO.

41. I declare under the penalties of perjury that this Personal Data Sheet has been accomplished in good faith, verified by me and to the best of my knowledge and belief is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.
I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.

Signature	_____
Date Accomplished	_____
Community Tax Certificate No.	_____
Issued at	_____
Issued on	_____



* Solo Parent as defined in Section 3 of Republic Act No. 8972 refers to any individual who falls under any of the following categories:

- (a) A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender. Provided that the mother keeps and raises the child;
- (b) Parent left solo or alone with the responsibility of parenthood due to the death of spouse;
- (c) Parent left solo or alone with the responsibility of parenthood while the spouse is detained, or is serving sentence for a criminal conviction for at least one (1) year;
- (d) Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- (e) Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year as long as he/she is entrusted with the custody of the children;
- (f) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
- (g) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- (h) Parent left solo or alone with the responsibility of parenthood due to unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
- (i) Any other person who solely provides parental care and support to a child or children, and
- (j) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.