

# 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.

CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	PALETA		
FIRST NAME	LEONARD	NAME EXTENSION (Jr., Sr.)	
MIDDLE NAME	MILARES		
3. DATE OF BIRTH (mm/dd/yyyy)	4/2/1981	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	MIDSAYAP, COTABATO	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 of No. Street PURUK WALING-WALING POBLACION 2 Subdivision/Village Barangay MIDSAYAP NORTH COTABATO City/Municipality Province ZIP CODE 9410
7. HEIGHT (m)	1.65 meters	18. PERMANENT ADDRESS	House/Block of No. Street PURUK WALING-WALING POBLACION 2 Subdivision/Village Barangay MIDSAYAP NORTH COTABATO City/Municipality Province ZIP CODE 9410
8. WEIGHT (kg)	60 kgs	19. TELEPHONE NO.	MA
9. BLOOD TYPE	O	20. MOBILE NO.	0938-760-6574
10. GSIS ID NO.	5116647112	21. E-MAIL ADDRESS (if any)	lmpaleta@usm.edu.ph
11. PAG-IBIG ID NO.	914091061326		
12. PHILHEALTH NO.	170251871984		
13. SSS NO.	0926403668		
14. TIN NO.	932935004		
15. AGENCY EMPLOYEE NO.	08-00688		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PALETA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CHERRY	NAME EXTENSION (Jr., Sr.)	CHENLEY MARIE Y. PALETA	11/29/2010
MIDDLE NAME	YAP		JOSH BERTRADNT Y. PALETA	03/09/2020
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	MA			
BUSINESS ADDRESS	MA			
TELEPHONE NO.	MA			
24. FATHER'S SURNAME	PALETA			
FIRST NAME	ROBERTO	NAME EXTENSION (Jr., Sr.)		
MIDDLE NAME	CONCENDA			
25. MOTHER'S MAIDEN NAME	MILARES			
SURNAME	PALETA			
FIRST NAME	MENTA			
MIDDLE NAME	BANTELES			

(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	DILANGALEN CENTRAL ELEM SCHOOL	ELEMENTARY	1988	1994	MA	1994	WITH HONORS
SECONDARY	DILANGALEN NATIONAL HIGH SCHOOL	HIGH SCHOOL	1994	1998	MA	1998	SALUTATORIAN
COLLEGE	UNIVERSITY OF THE PHILIPPINES in the VISAYAS	BS IN APPLIED MATHEMATICS	1998	2004	MA	2004	NONE
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO	MS IN TEACHING MATHEMATICS	2008	2012	MA	2012	NONE
GRADUATE STUDIES	MINDANAO STATE UNIVERSITY-ILIGAN INSTITUTE OF TECHNOLOGY	PHD IN MATHEMATICS	2017	2021	MA	2021	NONE

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------



[illegible]

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

DATE \_\_\_\_\_



(Continue on separate sheet if necessary)

(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)

(Continue on separate sheet if necessary)

## (Continue on separate sheet if necessary)

CS FORM 212 (Revised 10/17) Page 3 of 4



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?

☐ 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.
LEORENCE C. TANDOG, PhD	Math Dept, CSM-USM, Kah, NL Cotabato	0946-811-5568
PHILIP LESTER BENJAMIN, PhD	Math Dept, CSM-USM, Kah, NL Cotabato	0933-824-3352
JONALD L. PIMENTEL, PhD	Math Dept, CSM-USM, Kah, NL Cotabato	0910-756-1365

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

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: PHILIPPINE PASSPORT

ID/License/Passport No.: P5721658A

Date/Place of Issuance: June 2018

Signature (Sign inside the box)

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