

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

 (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Dacay-Og		
FIRST NAME	Rubylene	NAME EXTENSION (JR,SR)	
MIDDLE NAME	Duzon		
3. DATE OF BIRTH (mm/dd/yyyy)	11/03/1992	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country
4. PLACE OF BIRTH	Moncada, Tarlac		
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	07 Aglipay St. House/Block/Lot Street
			Camposanto 1 Sur Subdivision/Village Barangay
			Moncada Tarlac City/Municipality Province
7. HEIGHT (m)	150.00	ZIP CODE	2308
8. WEIGHT (kg)	45.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	07 Aglipay St. House/Block/Lot Street
10. GSIS ID NO.	2005564191		Camposanto 1 Sur Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1211-2612-1881		Moncada Tarlac City/Municipality Province
12. PHILHEALTH NO.	07-251437814-3	ZIP CODE	2308
13. SSS NO.	02-36651294	19. TELEPHONE NO.	
14. TIN	330-276-820-000	20. MOBILE NO.	09318989154
15. AGENCY EMPLOYEE NO.	5395498	21. EMAIL ADDRESS (if any)	rubylene.duzon@deped.gov.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Dacay-og		23. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Victor	NAME EXTENSION (JR,SR)		
MIDDLE NAME	Nantes			
OCCUPATION	Forest Extension Officer			
EMPLOYER/BUSINESS NAME	DENR			
BUSINESS ADDRESS	Dagupan Centro Tabuk City,Kalinga			
TELEPHONE NO.				
24. FATHER'S SURNAME	DUZON			
FIRST NAME	ODILON	NAME EXTENSION (JR,SR)		
MIDDLE NAME	CAJULAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CORPUZ			
FIRST NAME	REMEDIOS			
MIDDLE NAME	DAILEG		(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			
GRADUATE STUDIES	Lyceum North Western University, Urdaneta Campus	MAED Undergraduate			45 units		
ELEMENTARY	MONCADA NORTH CENTRAL ELEMENTARY SCHOOL		04/01/1999	04/01/2005		2005	
SECONDARY	MONCADA CATHOLIC SCHOOL		06/06/2005	03/27/2009		2009	
VOCATIONAL/TRADE COURSE	PARANAQUE SKILLS TRAINING CENTER	HOTEL AND RESTAURANT SERVICES	08/18/2005	12/10/2009		2009	TESDA/PLRMO
COLLEGE	CENTRAL INSTITUTE OF PANIQUI COLLEGES (CITC)	BACHELOR IN ELEMENTARY EDUCATION	06/01/2010	03/28/2014		2014	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
(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)	CONDUCTED / SPONSORED BY (Write in full)
		From	To			
	CAPACITY BUILDING OF TEACHERS ON CONTENT , CONSTRUCTION OF WEEKLY ASSESSMENT ,MAKING OFFLINE VIDEOS AND DEVELOPING LEARNERS ACTIVITY SHEET	03/17/2022	03/19/2022	24	TECHNICAL	MABINI ELEMENTARY SCHOOL
	STRAND INTERFACE ON PROGRAMS AND GUIDELINES (SIPAG) CONFERENCE 2021	03/02/2022	03/02/2022	4	TECHNICAL	DEPARTMENT OF EDUCATION INFORMATION AND COMMUNICATIONS
	VIRTUAL-IN-SERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS	03/15/2021	03/19/2021	32	TECHNICAL	TECHNOLOGY SERVICES-Educational Technology Unit
	SCHOOL-BASED MANAGEMENT (SBM) AND REVISITING SBM BEST PRACTICES	01/28/2021	01/29/2021	16	TECHNICAL	DEPARTMENT OF EDUCATION- MONCADA NORTH DISTRICT
	INTERNATIONAL TRAININGS FOR PEDAGOGICAL ADVANCEMENT	11/29/2019	12/01/2019	24		PHILIPPINE CONTINUING PROFESSIONAL DEVELOPMENT TRAINING CENTER,INC
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS / HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	COOKING/ SEWING		BEST IN VALUES AND CHARACTER FORMATION , BEST IN DEPORTMENT , BEST IN PRESENTATION OF INSTRUCTIONAL MATERIALS		NONE	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

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 If YES, give details : _____														
			☐ 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)? b. Have you resigned from the government service during the three (3)-month period before the last			☐ YES☐ NO If YES, give details ☐ YES☐ NO If YES, give details _____														
			☐ 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 : _____														
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: b. 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, give details _____														
			☐ YES☐ NO If YES, please specify ID _____														
			☐ YES☐ NO If YES, please specify ID _____														
41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> 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.						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>Government Issued ID:</td></tr><tr><td>ID/License/Passport No.:</td></tr><tr><td>Date/Place of Issuance:</td></tr></table>			Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	Government Issued ID:	ID/License/Passport No.:	Date/Place of Issuance:	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td></td></tr><tr><td>Date Accomplished</td></tr></table>				Signature (Sign inside the box)		Date Accomplished	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 Right Thumbmark			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)																	
Government Issued ID:																	
ID/License/Passport No.:																	
Date/Place of Issuance:																	
Signature (Sign inside the box)																	
Date Accomplished																	
SUBSCRIBED AND SWORN to before me this 09/13/2025, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	