

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	De Guzman		
FIRST NAME	Anita	NAME EXTENSION (JR,SR)	
MIDDLE NAME	Morden		
3. DATE OF BIRTH (mm/dd/yyyy)	06/24/1966	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	17. RESIDENTIAL ADDRESS	Lot 3 Block 6 N/A
	☐ Widowed ☐ Separated		House/Block/Lot Street
	☐ Other/s:		Almaville Camangaan East
			Subdivision/Village Barangay
7. HEIGHT (m)	1.51		Moncada Tarlac
			City/Municipality Province
8. WEIGHT (kg)	54.00	ZIP CODE	2308
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	Lot 3 Block 6 N/A
10. GSIS ID NO.	2003084546		House/Block/Lot Street
11. PAG-IBIG ID NO.	1400-0006-5779		Almaville Camangaan East
			Subdivision/Village Barangay
12. PHILHEALTH NO.	07-000024393-9	ZIP CODE	2308
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN	166-317-767	20. MOBILE NO.	0966 322 7537
15. AGENCY EMPLOYEE NO.	4330442	21. EMAIL ADDRESS (if any)	anita.deguzman003@deped.gov.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	De Guzman		23. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Adolfo	NAME EXTENSION (JR,SR)	Adrian Ace M. De Guzman	05/15/2001
MIDDLE NAME	Pazil		Adan Dick M. De Guzman	09/04/2006
OCCUPATION	Welder			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Morden			
FIRST NAME	Florentino	NAME EXTENSION (JR,SR)		
MIDDLE NAME	Dacusin			
25. MOTHER'S MAIDEN NAME				
SURNAME	Cabute			
FIRST NAME	Teresita			
MIDDLE NAME	Castro		(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	Tarlac College of Agriculture	Master in Education	06/06/1988	03/30/1990	36 units	19	
ELEMENTARY	Mabini Elementary School	Elementary	06/04/1979	03/30/1979		1979	
SECONDARY	Moncada Catholic School	Highschool	06/06/1983	03/31/1983		1983	
COLLEGE	Pangasina Statute University	Bachelor of Elementary Education		03/31/1988	Graduated	1988	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE / RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (if Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF VALIDITY
PBET (Philippine Board Examination For Teacher)	72.11	11/27/1988	Dagupan City	000557	06/24/2024

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
01/01/2023	Present	Teacher III	Mabini Elementary School	32,922.00	13-6	Permanent	Y
01/01/2022	12/31/2022	Teacher III	Mabini Elementary School	31,400.00	13-6	Permanent	Y
03/01/2021	12/31/2021	Teacher III	Moncada Tarlac	29,878.00	13-6	Permanent	Y
01/01/2021	02/28/2021	Teacher III	Moncada Tarlac	29,550.00	13-5	Permanent	Y
01/01/2020	12/31/2020	Teacher III	Moncada Tarlac	28,028.00	13-5	Permanent	Y
01/01/2019	12/31/2019	Teacher III	Moncada Tarlac	26,261.00	13-5	Permanent	Y
01/01/2018	12/31/2018	Teacher III	Moncada Tarlac	25,091.00	13-5	Permanent	Y
10/17/2017	12/31/2017	Teacher III	Mabini Elementary School	24,047.00	13-5	Permanent	Y
01/01/2017	10/09/2017	Teacher III	Mabini Elementary School	23,517.00	13-4	Permanent	Y
01/01/2016	12/31/2016	Teacher III	Mabini Elementary School	22,564.00	13-4	Permanent	Y
10/10/2014	12/31/2015	Teacher III	Mabini Elementary School	30,747.00	13-4	Permanent	Y
01/01/2012	10/09/2014	Teacher III	Mabini Elementary Schoolt	21,650.00	12-3	Permanent	Y
10/10/2011	12/31/2011	Teacher III	Mabini Elementary School	19,908.00	12-3	Permanent	Y
06/24/2010	10/09/2011	Teacher III	Mabini Elementary School	18,166.00	12-2	Permanent	Y
07/01/2009	06/23/2010	Teacher III	Mabini Elementary School	16,424.00	12-2	Permanent	Y
10/10/2008	06/30/2009	Teacher III	Mabini Elementary School	13,850.00	12-2	Permanent	Y
07/01/2008	10/09/2008	Teacher III	Mabini Elementary	13,595.00	12-1	Permanent	Y
07/01/2007	06/30/2008	Teacher III	Mabini Elementary School	12,284.00	12-1	Permanent	Y
(Continue on separate sheet if necessary)							
SIGNATURE				DATE			

V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
10/10/2005	06/30/2007	Teacher III	Mabini Elementary School	27,608.00	12-1	Permanent	Y
03/17/2003	10/09/2005	Teacher II	Mabini Elementary	11,068.00	11-3	Permanent	Y
07/01/2001	03/16/2003	Teacher II	Mabini Elementary	10,535.00	11-2	Permanent	Y
01/01/2000	06/30/2001	Teacher II	Mabini Elementary	10,033.00	11-1	Permanent	Y
11/01/1997	12/31/1999	Teacher II	San Roque Primary School	9,121.00	11-1	Permanent	Y
03/17/1997	10/31/1997	Teacher II	Villa Primary	7,682.00	11-1	Permanent	Y
01/01/1997	03/16/1997	Teacher I	Villa Primary School	7,309.00	10-1	Permanent	Y
01/01/1996	12/31/1996	Teacher I	Villa Primary School	6,013.00	10-1	Permanent	Y
01/01/1995	12/31/1995	Teacher I	Villa Primary School	4,902.00	10-1	Permanent	Y
01/01/1994	12/31/1994	Teacher I	Villa Primary School	3,902.00	10-1	Permanent	Y
10/22/1993	12/31/1993	Teacher I		3,102.00	10-1	Permanent	Y
09/15/1993	10/21/1993	Teacher I		3,102.00	10-1	Substitute	Y
01/17/1993	02/04/1993	Teacher I		3,102.00	10-1	Substitute	Y
09/16/1992	10/30/1992	Teacher I		3,102.00	10-1	Substitute	Y
08/15/1992	09/15/1992	Teacher I		3,102.00	10-1	Substitute	Y
01/02/1992	03/19/1992	Teacher I	San Felipe Elementary School	3,102.00	10-1	Substitute	Y
10/22/1990	12/10/1990	Teacher I	San Roque Primary School	3,102.00	10-1	Substitute	Y
(Continue on separate sheet if necessary)							
SIGNATURE				DATE			

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			
	Gender and Development Webinar	07/21/2021	07/21/2021	8	Technical	Deped Tarlac Province Mabini Elementary School
	Capacity Building of Teachers on Content Construction of weekly Assessment	03/17/2021	03/19/2021	24	Technical	Deped Tarlac ProvinceMabini Elementary School
	District Inset on BDA Reading Approaches	02/17/2021	02/18/2021	16	Technical	Deped Tarlac Province Moncada North District
	School LAC Session on Radio-Based Instruction Scriptwriting	01/22/2021	01/22/2021	8	Technical	Deped Tarlac Province Mabini Elementary School
	School LAC Session on Upgrading Teacher's Competence in using Technology on Paper Works and Instructions	12/06/2019	12/06/2019	8	Technical	DEped Tarlac Province Mabini Elementary School
(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)	
(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>						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
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.																	
<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																	