

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)
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I. PERSONAL INFORMATION

2. SURNAME	Sapon			
FIRST NAME	Francis Boni	NAME EXTENSION (JR,SR)		
MIDDLE NAME	Donis			
3. DATE OF BIRTH (mm/dd/yyyy)	11/30/1984	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	Tarlac, Tarlac			
5. SEX	☒ Male ☐ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Purok Namnama	
			House/Block/Lot	Street
			Subdivision/Village	Burgos Barangay
7. HEIGHT (m)	1.52		Moncada,Tarlac Tarlac	
8. WEIGHT (kg)	61.00	ZIP CODE	2308	
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	Purok Namnama	
10. GSIS ID NO.	2004867325		House/Block/Lot	Street
11. PAG-IBIG ID NO.	1211-6539-0085		Subdivision/Village	Burgos Barangay
12. PHILHEALTH NO.	07-025704925-4	ZIP CODE	2308	
13. SSS NO.		19. TELEPHONE NO.	NA	
14. TIN	460-223-212-000	20. MOBILE NO.	09684642979	
15. AGENCY EMPLOYEE NO.	5372785	21. EMAIL ADDRESS (if any)	francisboni.sapon@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Sapon		23. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Rose Ann	NAME EXTENSION (JR,SR)	Vaughn Aeran Valenton Sapon	04/11/2019
MIDDLE NAME	Valenton			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS	Burgos			
TELEPHONE NO.	9684642979			
24. FATHER'S SURNAME	Sapon			
FIRST NAME	Genaro	NAME EXTENSION (JR,SR)		
MIDDLE NAME	Yesa			
25. MOTHER'S MAIDEN NAME				
SURNAME	Donis			
FIRST NAME	Librada			
MIDDLE NAME	Arcilla		(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	Burgos Elementary School		06/03/1996	03/31/1997		1997	Third Honors
SECONDARY	Plebeian Academy		06/05/2000	04/02/2001		2001	Top Students
COLLEGE	CIT Colleges Paniqui	Bachelor of Arts in Elementary Education	06/07/2010	04/04/2011		2011	
GRADUATE STUDIES	Lyceum Northwestern Colleges	MAsters of Education (Acad. Req.)	05/07/2018	04/30/2019	45 units	2019	

(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
LET (Licensure Examination For Teacher)	76.20	09/30/2012	Rosales National Highschool, Coloma St., Rosales, Pangasinan	1186612	04/11/2013

(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						
01/01/2022	Present	Teacher II	Mabini Elementary School	27,608.00	12-1	Permanent	Y
01/04/2021	12/31/2021	Teacher II	Mabini Elementary School	26,052.00	12-1	Permanent	Y
01/01/2021	01/03/2021	Teacher I	Mabini Elementary School	24,161.00	11-2	Permanent	Y
01/01/2020	12/31/2020	Teacher I	Mabini Elementary School	22,600.00	11-2	Permanent	Y
11/01/2019	12/31/2019	Teacher I	Mabini Elementary School	21,038.00	11-2	Permanent	Y
10/08/2019	10/31/2019	Teacher I	Mabini Elementary School	20,754.00	11-1	Permanent	Y
01/01/2019	10/07/2019	Teacher I	Atencio Primary School	20,754.00	11-1	Permanent	Y
01/01/2018	12/31/2018	Teacher I	Atencio Primary School	20,179.00	11-1	Permanent	Y
01/01/2017	12/31/2017	Teacher I	Atencio Primary School	19,620.00	11-1	Permanent	Y
01/04/2016	12/31/2016	Teacher I	Atencio Primary School	19,077.00	11-1	Permanent	Y

(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			
	District Inset on BDA Reading Approaches	02/17/2022	02/18/2022	16	Technical	DepEd Tarlac Province - Moncada North District
	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, Making Offline Videos and Developing Learner's Activity Sheets	03/17/2021	03/19/2021	24	Technical	DepEd Tarlac Province - Mabini Elementary School
	School LAC Session on Accomplishing Individual Learning Monitoring Plan	02/19/2021	02/19/2021	8	Technical	DepEd Tarlac Province - Mabini Elementary School
	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 Accomplishing Weekly Home Learning Plan	12/09/2020	12/09/2020	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
	Strategies for Slow Learners	11/08/2019	11/08/2019	8	Technical	DepEd Tarlac Province - Mabini Elementary School
	Capacity Building of Teachers on Content, Classroom Management, Construction of Table of Specifications and Test Questions and Production of Instructional Materials, Develop Modules and Action Research	10/23/2019	10/25/2019	24	Technical	DepEd Tarlac Province - Mabini Elementary School
	School LAC Session on Pedagogical Approaches and Strategies in Teaching Science	10/11/2019	10/11/2019	8	Technical	DepEd Tarlac Province - Mabini Elementary School
	Statistic Display of Rescue and Response Equipment of Different LGUs in the Province as part of the celebration of the National Disaster Resilience Month	07/26/2019	07/26/2019	8	Technical	DepEd Division of Tarlac Province
	Orientation on Guidelines on Updating the Basic Education Statistics for BOSY 2019-2020 in EBEIS and LIS	07/23/2019	07/23/2019	8	Technical	DepEd Division of Tarlac Province
	Tarlac Career Guidance Network's Consultation Meeting and Learning Session on the Expanded Maternity Benefit Law	06/28/2019	06/28/2019	8	Technical	Department of Labor and Employment
	Gender and Development Seminar	05/15/2019	05/17/2019	24	Technical	DepEd Tarlac Province - Mabini Elementary School
	Training on ICT Integration	05/03/2019	05/05/2019	24	Technical	DepEd Division of Tarlac Province
	ALPABASA Workshop: Reading and Literacy Workshop	04/29/2019	04/30/2019	16	Technical	DepEd Division of Tarlac Province
	Training on FMOM and Government Accounting Manual	04/26/2019	04/28/2019	24	Technical	DepEd Division of Tarlac Province
(Continue on separate sheet if necessary)						
	Training on Filing of Records and Records Disposition	04/23/2019	04/23/2019	8	Technical	DepEd Division of Tarlac Province
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS / HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	Encoding, Sports	Outstanding Teacher of Atencio Primary School S.Y. 2018-2019		Public School Teachers Association Moncada North District		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

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			
Orientation on End of SY 2018-2019 in the Learner Information System	04/12/2019	04/12/2019	8	Technical	DepEd Division of Tarlac Province
Orientation on End of SY 2018-2019 in the Learners Information System	04/10/2019	04/10/2019	8	Technical	DepEd Division of Tarlac Province
Division Workshop on Simplified Information Process for Leadership Empowerment	01/28/2019	02/01/2019	40	Technical	DepEd Division of Tarlac Province
Orientation on BOSY 2018-2019 in the LIS and EBEIS (Updating of School Profiles)	12/21/2018	12/21/2018	8	Technical	DepEd Division of Tarlac Province
Division Workshop on Simplified Information Process for Leadership Empowerment	12/17/2018	12/21/2018	40	Technical	DepEd Division of Tarlac Province
Orientation on BOSY 2018-2019 in the LIS and EBEIS (Updating of School Profiles)	09/12/2018	09/12/2018	8	Technical	DepEd Division of Tarlac Province
Caring Teaching as an Ethical and Moral Practice	07/15/2018	07/15/2018	8	Technical	CPACE Training Services
Blending Better : Understanding, Teaching and Communicating With The Next Generation of Students on Their Terms	07/14/2018	07/14/2018	8	Technical	CPACE Training Services
National Seminar on Work Attitude and Values Enhancement	06/16/2018	06/17/2018	16	Technical	Tarlac State University - Extension Services Office Professional Development Services
Orientation on Property/Supply Management	05/22/2018	05/22/2018	8	Technical	DepEd Division of Tarlac Province
2nd Ligtaskwela Workshop Series 2018:Making School A.L.E.R.T. with Disaster Risk Reduction and Management- Climate Change Adaptation	05/08/2018	05/08/2018	8	Technical	DepEd Division of Tarlac Province
Cluster 2 - ECE Consultant and Kindergarten Teachers' Orientation on DepEd Order 20 s.2018	05/04/2018	05/04/2018	8	Technical	DepEd Tarlac Province - Cluster 2 - Paniqui South Central Elementary School
Division Orientation-Training Workshop of Teachers on the Effective Utilization of MG-DLPs and IMG-LPs	12/18/2017	12/20/2017	24	Technical	Deped Division of Tarlac Province
Housekeeping Orientation	11/09/2017	11/09/2017	8	Technical	Deped Division of Tarlac Province
Financial Management Operations Manual Seminar-Workshop for Non-Implementing Units	10/11/2017	10/13/2017	24	Technical	Deped Division of Tarlac Province
Division Orientation on the School-Based Feeding Program for SY 2017-2018	10/10/2017	10/10/2017	8	Technical	Deped Division of Tarlac Province
Training on Nutritional Status Assessment, Policy and Guidelines on Healthy Food Beverage Choices in Schools and on Food Safety	08/15/2017	08/15/2017	8	Technical	Deped Division of Tarlac Province
District Training Workshop on the Contextualization of Kindergarten Instructional Materials for Kindergarten Teachers and School Heads	08/04/2017	10/06/2017	24	Technical	Deped Tarlac Province - Moncada North District
Training Workshop on Enterprise Human Resource Information System of ICT Coordinators for School Level Roll-Out	05/09/2017	05/09/2017	8	Technical	Deped Division of Tarlac Province
Online Validation/Submission of NSBI CY2017	02/15/2017	02/15/2017	8	Technical	Deped Division of Tarlac Province
Division Orientation Training Workshop of Multigrade Teachers on the Utilization of the Budget of Work and Leveled Readers	01/23/2017	01/27/2017	40	Technical	Deped Division of Tarlac Province
District Training-Workshop on the Guidance and Counseling Techniques and Counseling Partnership Towards Community Guidance	10/24/2016	10/26/2016	24	Technical	Deped Tarlac Province - Moncada North District
District Training Workshop on the Preparation of Research Proposals and Final Research Outputs Based on the New Standards of the Basic Education Research Fund	10/24/2016	10/24/2016	24	Technical	Deped Tarlac Province - Moncada North District
Division Sports Clinic	10/21/2016	10/27/2016	40	Technical	Deped Division of Tarlac Province
ICT Literacy for ICT Coordinators	10/03/2016	10/05/2016	24	Technical	Deped Division of Tarlac Province
Division Training of Multigrade Teachers on Literacy and Numeracy Skills development	09/06/2016	09/10/2016	40	Technical	Deped Division of Tarlac Province
Basic Training Course for Troop Leaders	08/29/2014	08/31/2014	36	Technical	Boy Scouts of The Philippines Tarlac Council
(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)			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													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></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><td rowspan="4"> Signature (Sign inside the box) Date Accomplished </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.)	Signature (Sign inside the box) Date Accomplished	Government Issued ID:	ID/License/Passport No.:	Date/Place of Issuance:										
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	Signature (Sign inside the box) Date Accomplished															
Government Issued ID:																
ID/License/Passport No.:																
Date/Place of Issuance:																

SUBSCRIBED AND SWORN to before me this 09/13/2025, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath