

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 No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DE GRANO		
FIRST NAME	MARIA KLARISA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PACAIGUE		
3. DATE OF BIRTH (mm/dd/yyyy)	08/28/1991	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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	LUCENA CITY		
5. SEX	<input type="checkbox"/> Male <input checked="" 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 ZIP CODE	BLK 1 LOT 3 <i>House/Block/Lot No.</i> Street WETSGATE LAGALAG <i>Subdivision/Village</i> Barangay TIAONG QUEZON <i>City/Municipality</i> Province
7. HEIGHT (m)	1.60		
8. WEIGHT (kg)	70		4325
9. BLOOD TYPE	A+		
10. GSIS ID NO.	2005372709	18. PERMANENT ADDRESS ZIP CODE	BLK 1 LOT 3 <i>House/Block/Lot No.</i> Street WETSGATE LAGALAG <i>Subdivision/Village</i> Barangay TIAONG QUEZON <i>City/Municipality</i> Province
11. PAG-IBIG ID NO.	121088009353		
12. PHILHEALTH NO.	80512882033		4325
13. SSS NO.	0427177752		
14. TIN NO.	435439228	19. TELEPHONE NO.	(042) 585 1568
15. AGENCY EMPLOYEE NO.	606	20. MOBILE NO.	09171553564
15. AGENCY EMPLOYEE NO.	606	21. E-MAIL ADDRESS (if any)	klarisa_28@yahoo.com.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DE GRANO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	REMIGIO CELSO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	YORRO			
OCCUPATION	BANK EMPLOYEE			
EMPLOYER/BUSINESS NAME	BANGKO SENTRAL NG PILIPINAS			
BUSINESS ADDRESS	QUEZON AVENUE, BRGY. 8 , LUCENA CITY			
TELEPHONE NO.	(042) 710 3264			
24. FATHER'S SURNAME	PACAIGUE			
FIRST NAME	FELIPE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARENA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANALO			
FIRST NAME	FLORENCIA			
MIDDLE NAME	CAGUICLA		(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	ISABANG ELEMENRATY SCHOOL	PRIMARY SCHOOL	06/07/1999	04/02/2004	N/A	2004	N/A
SECONDARY	QUEZON NATIONAL HIGHSCHOOL	HIGH SCHOOL	06/07/2004	3/28/2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	SACRED HEART COLLEGE	BACHELOR OF SCIENCE IN NURSING	08/06/2008	28/03/2012	N/A	2012	N/A
COLLEGE	MANUEL S. ENEVERGA UNIVERSITY FOUNDATION	MASTER IN PUBLIC ADMINISTRATION	10/08/2019	21/05/2021	54 UNITS	2021	N/A
GRADUATE STUDIES	BATANGAS STATE UNIVERSITY	MASTER IN DISASTER RISK MANAGEMENT	08/29/2022	12/18/2024	36 UNITS	2024	N/A

(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		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	PRE-MARRIAGE ORIENTATION (PMO) E-LEARNING MODULE	09/15/2025	09/15/2025		TECHNICAL	POPULATION AND DEVELOPMENT (POPDEV) ACADEMY
	ORIENTATION ON COMPREHENSIVE EMERGENCY PROGRAM FOR CHILDREN	9/2/2025	9/4/2025	24	TECHNICAL	LOCAL GOVERNMENT UNIT OF TIAONG/ MSWDO
	COMMUNITY- BASED DISASTER RISK REDUCTION AND MANAGEMENT (CBDRRM) TRAINING COURSE	02/12/2025	02/14/2025	24	TECHNICAL	OFFICE OF THE CIVIL DEFENSE CALABARZON
	INTEGRATED PLANNING ON INCIDENT COMMAND SYSTEM (IPCS) TRAINING	10/14/2024	10/18/2024	40	TECHNICAL	OFFICE OF THE CIVIL DEFENSE CALABARZON
	SEMINAR ON WOMEN EMPOWERMENT: HEALTH, WEALTH, SAFETY & WELL BEING IN THE WORKPLACE	09/30/2024	10/01/2024	16	TECHNICAL	LOCAL GOVERNMENT UNIT OF TIAONG/ MHRMO
	EMERGENCY OPERATIONS CENTER (EOC) MANAGEMENT TRAINING	09/18/2024	09/20/2024	24	LEADERSHIP	OFFICE OF THE CIVIL DEFENSE CALABARZON
	CHILD FRIENDLY SPACE MANAGEMENT	08/20/2024	08/22/2024	24	TECHNICAL	LOCAL GOVERNMENT UNIT OF TIAONG/ MSWDO
	INCIDENT COMMAND SYSTEM EXECUTIVE COURSE (ICSEC)	08/06/2024	08/06/2024	8	LEADERSHIP	OFFICE OF THE CIVIL DEFENSE CALABARZON
	RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA) TRAINING	6/10/2024	6/13/2024	32	TECHNICAL	OFFICE OF THE CIVIL DEFENSE CALABARZON
	CONTINGENCY PLAN FORMULATION TRAINING-WORKSHOP	5/14/2024	5/16/2024	24	TECHNICAL	TIAONG MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
	"LOCAL DISASTER RISK REDUCTION AND MANAGEMENT PLANNING ORIENTATION AND WORKSHOP FORMULATION"	12/4/2023	12/12/2023	24	TECHNICAL	QUEEN MARGARET HOTEL, DOMOIT, LUCENA/ DOH PDRRMO
	CAMP COORDINATION AND CAMP MANAGEMENT TRAINING	08/1/2023	08/03/2023	24	TECHNICAL	LOCAL GOVERNMENT UNIT OF TIAONG/ MSWDO
	"INFORMATION, EDUVATION AND COMMUNICATION (IEC) CAMPAIGN & CONSULTATIVE MEETING ON TROPICAL CYCLONE WARNING SYSTEM (TCWS) AND GALE WARNING WITH THE QUEZON PROVINCE"	7/18/2023	7/18/2023	8	TECHNICAL	QUEEN MARGARET HOTEL, DOMOIT, LUCENA/ DOST PAG-ASA AND PDRRMO
	"BASIC LIFE SUPPORT TRAINING OF FACILITATORS"	6/26/2023	6/30/2023	40	TECHNICAL	QUEEN MARGARET HOTEL, DOMOIT, LUCENA/ DOH CALABARZON AND PDRRMO
	RESCUE BOAT OPERATIONS TRAINING	4/28/2023	4/30/2023	24	TECHNICAL	QUEZON PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
	ONLINE CAPACITY DEVELOPMENT WORKSHOP ON DRR, RISK INFORMED GOVERNANCE, FINANCE MECHANISM AND INNOVATIVE SOLUTIONS FOR LOCAL RESILIENCE	4/11/2023	4/18/2023	24	TECHNICAL	UNITED NATIONS DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS (UNDESA)
	" WHEN THE HEART FAILS... HOW SHOULD I GO ON?"	2/27/2023	2/27/2023	4	TECHNICAL	VIDEO TELECONFERENCE/ PHILIPPINE NURSES ASSOCIATION, INC
	"CHALLENGES OF NON-COMMUNICABLE DISEASES: THE WELLNESS TREE"	9/13/2022	9/13/2022	5	TECHNICAL	VIDEO TELECONFERENCE/ PHILIPPINE NURSES ASSOCIATION, INC
	"TEAM FOR A HEALTHY AND HUMAN SOCIETY TOGETHER EVERYONE ACHIEVES MORE"	8/16/2022	8/16/2022	3	TECHNICAL	VIDEO TELECONFERENCE/ PHILIPPINE NURSES ASSOCIATION, INC
	PRE-CLIMATE AND DISASTER RISK ASSESSMENT (CDRA) TRAINING	7/14/2022	7/16/2022	32	TECHNICAL	TIAONG MUNICIPAL HALL/ THE DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT REGION IV-A
	"GENERAL PRINCIPLE ON TOXICOLOGY FOR NURSES"	7/23/2022	7/23/2022	4	TECHNICAL	VIDEO TELECONFERENCE/ PHILIPPINE NURSES ASSOCIATION, INC
	TRAINING-WORKSHOP ON FORMULATION OF MANUALS ON SOP, OPCEN AND EARLY WARNING SYSTEM	5/26/2022	5/27/2022	16	TECHNICAL	TIAONG MUNICIPAL HALL/ QUEZON PROVINCIAL DRRM
	UPDATES ON BASIC LIFE SUPPORT AND FIRT AID REFRESHER COURSE	4/18/2022	4/20/2022	32	TECHNICAL	TIAONG MUNICIPAL HALL/ QUEZON PROVINCIAL DRRM
	TRAINING-WORKSHOP ON UNDERSTANDING RISK EXPOSURE MAPS	4/5/2022	4/5/2022	8	TECHNICAL	TIAONG MUNICIPAL HALL/ MINES AND GEOSCIENCES BUREAU REGION IV-A
	BASIC DISASTER RISK REDUCTION AND MANAGEMENT LEADERSHIP TRAINING	3/28/2022	3/29/2022	16	SUPERVISORY	NAWAWALANG PARAISO, TAYABAS CITY/ NHM TRAINING CONSULTANCY SERVICE & QUEZON
	VIRTUAL SESSION ON EMERGENCY OPERATIONS CENTER (EOC)	3/23/2022	3/23/2022	8	TECHNICAL	VIDEOTELECONFERENCE/ OFFICE OF THE CIVIL DEFENSE REGION IV-A

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Communicatively Competent		Team Leader of the First Aid Team at BSP, Lucena		PHILIPPINE NURSING ASSOCIATION (PNA)
	Creative Skills		BSP Award of Perfect Attendance for the year 2019		
	Leadership Skills		Member of the Employees Well-Bieng Committee of BSP, Lucena		
	Flexible		2016 Hospital Administrator's Office Employee of the Year Nominee of LUDHMC		
	Computer Literate		Gold-Active Award Member- College of Nursing SHC 2012		
	Listening to Music and Singing				
	Volunteering and Community Service				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? 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: Resignation due to change in career

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.
MARIA VICTORIA M. PALICPIC	LOCAL GOVERNMENT UNIT OF TIAONG	09985322851
CYRILL B. MOLINA	BANGKO SENTRAL NG PILIPINAS- LUCENA	09178473561
MEREDITH B. GABITO	BANGKO SENTRAL NG PILIPINAS- LUCENA	09228721101

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.



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PRC**

ID/License/Passport No.: **0776875**

Date/Place of Issuance: **3/27/2012/ LUCENA CITY**

Maria Victoria M. Palicpic

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