

# 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	LAYA		
FIRST NAME	JAIME	NAME EXTENSION (JR., SR)	
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		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	MANILA	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 type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ <b>PALIGSAHAN</b> Subdivision/Village _____ Barangay _____ <b>QUEZON CITY</b> City/Municipality _____ Province _____ ZIP CODE _____
7. HEIGHT (m)		18. PERMANENT ADDRESS	same as above
8. WEIGHT (kg)			House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
9. BLOOD TYPE	O	19. TELEPHONE NO.	
10. GSIS ID NO.		20. MOBILE NO.	
11. PAG-IBIG ID NO.		21. E-MAIL ADDRESS (if any)	
12. PHILHEALTH NO.			
13. SSS NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAYA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALICIA	NAME EXTENSION (JR., SR)	ANA MARIA S. LAYA	
MIDDLE NAME			JUAN CLAUDIO S. LAYA	
OCCUPATION	DECEASED		ALEXANDRA S. LAYA	
EMPLOYER/BUSINESS NAME	PHILTRUST BANK		AMELIA CONCEPCION S. LAYA	
BUSINESS ADDRESS	1000 UNITED NATIONS AVENUE PACO MANILA			
TELEPHONE NO.	8536-0738			
24. FATHER'S SURNAME	LAYA			
FIRST NAME	JUAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	DEL CARMEN			
SURNAME	SILVINA			
FIRST NAME				
MIDDLE NAME	<i>(Continue on separate sheet if necessary)</i>			

## 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	ALEJANDRO ALBERT	BASIC	1945	1949		1949	
SECONDARY	ARELLANO	SECONDARY	1949	1953		1953	
VOCATIONAL/ TRADE COURSE							
COLLEGE	UNIVERSITY OF THE PHILIPPINES	ACCOUNTING	1953	1957		1957	MAGNA CUM LAUDE
GRADUATE STUDIES	GEORGIA TECH	MASTER OF SCIENCE IN INDUSTRIAL MANAGEMENT	1959	1960		1960	

*(Continue on separate sheet if necessary)*

SIGNATURE		DATE	
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