CESB-MIS FORM NO.006-03

(revised June 2003)

CAReeR eXeCUTIVe SeRVICe BOARD

**#3 Marcelino St., Holy Spirit Drive, Diliman, Q.C.**

**CES PERSONAL DATA FORM**

Instructions: Please attach most

1. If necessary, use a separate sheet of paper following the same format. recent 2"x2"
2. Type or print the data on each space clearly. colored photo
3. Please complete the data needed in this form. with white

background

**PERSONAL CIRCUMSTANCES**

NAME

Last Name First Name Middle Name Nickname GENDER CIVIL STATUS NATIONALITY

Male Female Single Widow/Widower Annulled

Married Separated

BIRTHDATE BIRTHPLACE HEIGHT (Meters) WEIGHT (Kilos) RELIGION IDENTIFYING MARKS

PERMANENT HOME ADDRESS TELEPHONE/FAX NO(S).

E-MAIL / CELLPHONE NO. SPOUSE

CHILDREN GENDER BIRTHDATE

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| LEVEL OF EDUCATION | SCHOOL | COURSE  ( MAJOR ) | INCLUSIVE DATES  OF ATTENDANCE | HIGHEST YEAR COMPLETED  UNITS/DEGREE EARNED | HONORS  RECEIVED | LOCAL/  FOREIGN |
| COLLEGE VOCATIONAL POST-GRADUATE  OTHERS |  |  |  |  |  |  |
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**LANGUAGE/S or DIALECT/S SPOKEN: SCHOLARSHIP/S RECEIVED**

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| TITLE TITLE SPONSOR SPONSOR INCLUSIVE DATES INCLUSIVE DAT  LOCAL FOREIGN LOCAL | |  |
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**MAJOR CIVIC & PROFESSIONAL AFFILIATION/S**

E

**IMPORTANT STUDIES/RESEARCHES/PAPERS WRITTEN**

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| ORGANIZATION ORGANIZATIO POSITION POSITION  INCLUSIVE DATES INCLUSIVE DAT | N |
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| TITLE TITLE PUBLISHER PUBLISHER  DATE DATE |  |
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**CES STATUS**

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| CURRENT CESO RANK | CES Eligible | Non-CES Eligible |

**AWARD/S RECEIVED**

TITLE TITLE

SPONSOR SPONSOR DATE DATE

Continue at the back please. (use additional sheet if necessary)

**FIELD/S OF SPECIALIZATION / EXPERTISE**

Agrarian Reform Agriculture Arts/Humanities Business Mgmt. Communication Arts Culture

Economics Education

Energy Dev't & Mgmt. Environment & Natural Resources Finance

Foreign Affairs

**CURRENT APPOINTMENT TO CES POSITION**

Health & Medical Science Information Tech./ M.I.S. Labor Administration

Law

Local Gov't Administration Nat'l Security & Defense Planning

Policy Administration/ Mgmt. Public Works & Highways Research

Rural Development Science & Technology

Social Services Sports Telecommunications Tourism

Trade & Industry Transportation Urban Development Project Management

OTHERS, pls. specify

POSITION TITLE (per DBM Plantilla) SALARY GRADE OFFICE

ADDRESS TEL./FAX NO(S).

STATUS OF APPOINTMENT Permanent Temporary Coterminous

If you are designated in an OIC, Acting or Concurrent capacity, please specify below:

POSITION TITLE SALARY GRADE OFFICE

ADDRESS TEL./FAX NO(S).

**ELIGIBILITY ACQUIRED (Civil Service/Board/Bar Examinations Passed)**

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| TITLE | DATE TAKEN | PLACE | RATING |
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**CES TRAINING/S ATTENDED MANAGEMENT AND SPECIAL TRAINING/S**

|  |  |  |  |
| --- | --- | --- | --- |
| SALAMIN Session  DIWA Session  GABAY Session  I-ELP Session  OTHERS (please specify title and incl |  | TITLE SPONSOR  INCLUSIVE DATES  VENUE |  |
|  |  |
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| sive dates) | TITLE SPONSOR  INCLUSIVE DATES VENUE |  |
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| **CASE RECORD/S** |  | |
| Do you have any pending |  | If you have any, please give the status of the case. |
| 1. Administrative Case? 2. Criminal Case? | Yes Yes | No No |

**REQUIRED ATTACHMENTS**

Please submit this form together with the following documents:

Appointment Paper Designation Order Service Record

**I declare under the penalties of perjury that this form has been accomplished in good faith, verified by me and to the best of my knowledge and belief is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.**

Date Signature over printed name

**Subscribed and sworn to before me this day of 200**

Administering Officer Position / Office

**NOTE:** The administering officer may be one of the following: ***Office Personnel / Administrative Officer, any Member of the Judiciary, Legal Officer or the Head of Agency.***