

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.** CS ID No. _____ (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MOLINA		
FIRST NAME	EDELINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/12/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization P/s. indicate country:
4. PLACE OF BIRTH	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	HERMOSILLA DRIVE _____ Street DISTRICT 28 _____ Barangay ORMOC CITY LEYTE _____ City/Municipality Province
7. HEIGHT (m)	5 ft	ZIP CODE	6541
8. WEIGHT (kg)	55 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	HERMOSILLA DRIVE _____ Street DISTRICT 28 _____ Barangay ORMOC CITY LEYTE _____ City/Municipality Province
10. GSIS ID NO.	2005080074	ZIP CODE	6541
11. PAG-IBIG ID NO.	121027202594		
12. PHILHEALTH NO.	13-050100091-5	19. TELEPHONE NO.	053-560-4683
13. SSS NO.	06-25972801	20. MOBILE NO.	0956-433-6879
14. TIN NO.	244-821-833	21. E-MAIL ADDRESS (if any)	edelinamolina5@gmail.com
15. AGENCY EMPLOYEE NO.	6293421		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MOLINA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARLAW	NAME EXTENSION (JR., SR)	MAEVE JANCIS BAGARINAO MOLINA	23/05/2013
MIDDLE NAME	TIEMPO		N/A	
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	BAGARINAO			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TIEMPO		N/A	
25. MOTHER'S MARDEN NAME	JOSELINA BANTUGAN ZAPANTA (DECEASED)			
SURNAME	BAGARINAO			
FIRST NAME	JOSELINA			
MIDDLE NAME	ZAPANTA			

(Continue on a 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	ORMOC CITY CENTRAL SCHOOL	PRIMARY EDUCATION	06/01/1988	03/30/1994	N/A	1994	NONE
SECONDARY	SAINT PETER'S COLLEGE	SECONDARY EDUCATION			N/A	1998	NONE
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU	AB - INDUSTRIAL PSYCHOLOGY	06/01/1998	03/22/2002	N/A	2002	NONE
	CEBU TECHNOLOGICAL UNIVERSITY	CERTIFICATE IN PROFESSIONAL EDUCATION	02/04/2017	06/11/2017	None	N/A	None
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY	Master's in Public Administration	02/2021	11/2021	36 units	None yet	None

(Continue on a separate sheet if necessary)

SIGNATURE		DATE	January 18, 2024
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/ CSE/ CSEE ELIGIBILITY / DRIVERS LICENSE	RATING (If Applicable)	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Professional Examination	80%	26/08/2003	Cebu City	07-130903-001	not indicated
LET		09/07/1905	Tacloban City, Leyte	1595372	12/11/2026

(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 For a "06-07" INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/07/2023	present	Administrative Officer II	Ormoc City Night High School	Confidential	SG 11	Permanent	Y
11/09/2022	11/06/2023	Administrative Officer II	DepEd - Schools Division of Ormoc City	Confidential	SG 11	Permanent	Y
01/04/2021	11/08/2022	Administrative Officer II	DepEd - Ormoc City Central School	Confidential	SG 11	Permanent	Y
03/25/2019	01/04/2021	Administrative Assistant III	DepEd Ormoc City Division	Confidential	SG 9	Permanent	Y
08/19/2016	03/24/2019	Administrative Assistant II	DepEd Ormoc City Division	Confidential	SG 8	Permanent	Y
03/05/2016	5/20/2016	Research Assistant	Helpage International/COSE	Confidential	N/A	(COS) Project based	N
06/16/2014	03/04/2016	Team Leader	Helpage International/COSE	Confidential	N/A	Regular Project Based	N
02/01/2014	06/15/2014	Community Organizer	Helpage International/COSE	Confidential	N/A	Regular Project Based	N
25/02/2008	31/10/2013	Community Development Facilitator	PLAN International, Inc.	Confidential	N/A	Regular	N
10/02/2006	18/02/2008	Community Development Officer	Pearl S. Buck Foundation, Phils.	Confidential	N/A	Regular	N
04/01/2006	09/02/2006	HR Staff	CORBOX	Confidential	N/A	Probationary	N
11/07/2005	01/20/2006	Enumerator (Baseline Survey - Southern Leyte Program Unit)	PLAN International, Inc.	Confidential	N/A	Project based	N
04/16/2002	06/28/2002	Enumerator (Solid Waste Mgt. Research- Los Banos, Laguna Areas)	University of the Philippines	Confidential	N/A	Project based	N

(Continue on separate sheet if necessary)

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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		
	None				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTION/ 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 INTERVENTION/ TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	DepEd Procurement Professionalism Program (3 PRO) - Basic Course	11/17/2021	11/19/2021	24	Technical	DepEd Central Office
	Limited Face-to-Face Finalization and Presentation of PPMP CSE and Non CSE, Crafting of 2022 APP CSE and Re-Orientation on the Procurement Process Workflow	08/16/2021	08/18/2021	24	Technical	DepEd - Omoc City Division
	Limited Face-to-Face Orientation and Preparation of PPMP, FY 2022 APP-CSE and Indicative FY 2022 APP Non-CSE	05/20/2021	05/20/2021	8	Technical	DepEd - Omoc City Division
	2017 Omnibus Rules on Appointment and Other Human resource Actions (ORA OHRA), Revised July 2018	4/7/2021	4/8/2021	12	Technical	C-SC
	Limited F2F Orientation on Republic Act (RA) 9184 and the Different Standardized Procurement Processes and Documents	12/03/2021	12/03/2021	8	Technical	DepEd - Omoc City Division
	Strand Interface on Programs and Guidelines (SPAG) Conference 2021	03/24/2021	03/24/2021	2	Technical	DepEd Central Office
	Limited Face-to-Face Virtual Orientation on the Preparation of Annual Procurement Plan for BELCP Funds for the Administrative Assistants and School Heads	02/03/2021	02/03/2021	8	Technical	DepEd - Omoc City Division
	Orienting Oneself To Environmentally Sustainable Work Standards (1 of 2)	1/28/2020	1/28/2020		Technical	TESDA
	Government Procurement under Bayanihan to Recover as one Act	09/30/2020	09/30/2021	8	Technical	GPPB
	Unboxing of Simplified 6th Edition of the Philippine Bidding Documents for Goods and Infrastructure Projects	09/30/2020	09/30/2021	8.0	Technical	GPPB
	Gender Sensitivity Training Workshop* Achieving Equality, Diversity, and Wellness in the Workplace*	12/19/2019	12/21/2019	3 DAYS	Technical	DepEd Division of Omoc City
	Capability Building on Revised Implementing Rules and Regulations of RA 9184	11/6/2019	11/8/2019	3 DAYS	Technical	DepEd Division of Omoc City
	Cluster Training on Program Management Information System (PMIS) Basic Education Inputs Module and System Enhancements	10/8/2019	10/11/2019	4 DAYS	Technical	DepEd Region VII
	Standard First Aid Training-Lay Rescuers	01/29/2019	01/31/2019	3 DAYS	Technical	DOH-EVCHD
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	06/20/2018	06/21/2018	2 DAYS	Technical	PhilGEPS
	Capability Building for School Heads and Non-Teaching Personnel on Providing Outstanding Customer Service, Maintaining Work Efficiency and Living a Life of Service	08/09/2017	08/11/2017	3 DAYS	Technical	DepEd Division of Omoc City
	Pedagogical Approaches in Teaching and Learning K to 12 Basic Education Program	02/1/2017	02/05/2017	5 DAYS	Technical	Cebu Technological University
	Home Care Services Training	09/23/2015	09/25/2015	3 DAYS	Technical	Helpage International/COSE
	Training of Trainers on Inclusive DRR for Older Persons	06/22/2015	06/24/2015	3 DAYS	Technical	Helpage International/COSE
	Training of Trainers on Older People Inclusive Disaster Risk Reduction	05/04/2015	05/08/2015	4 DAYS	Technical	Helpage International/COSE

(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)
	COORDINATION AND NETWORKING SKILLS		NONE		
	FACILITATION SKILLS				
	COMMUNITY ORGANIZING SKILLS				
	COMPUTER LITERATE				
	BOOKKEEPING SKILLS				

(Continue on separate sheet if necessary)

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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?
 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: _____
Resignation and end of project.

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 election to promote/actively campaign for a national or local candidate?

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 (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parent's 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.
ATTY. KARISMA IVEE L. AGRAVIADOR	DepEd Oromoc City Division	09994217598
ARTEMIA G. LEOBERAS	DepEd Oromoc City Division	09333181428
MARIBEL BANDEJO	Oromoc City Night High School	09190085185



PHOTO

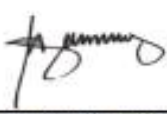
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government issued ID (ie Passport, GIS, SSIS, PRC Driver's License, etc.)
 PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: PRC ID

ID License/Passport No.: Reg. No. 1595372

Date/Place of Issuance: Manila



Signature (Sign inside the box)
 January 18, 2024
 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