

# 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	TENIO		
FIRST NAME	KIT FELIAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CADANO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/22/1999	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	Quezon City, Metro 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.63	17. RESIDENTIAL ADDRESS	Emerald House/Block/Lot No. Street Umali Batong Malake Subdivision/Village Barangay Los Banos Laguna City/Municipality Province
8. WEIGHT (kg)	76	ZIP CODE	
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Gakot Subdivision/Village Barangay Libagon Southern Leyte City/Municipality Province 6615
10. GSIS ID NO.	NONE	ZIP CODE	
11. PAG-IBIG ID NO.	1212-7167-7078	19. TELEPHONE NO.	
12. PHILHEALTH NO.	NONE	20. MOBILE NO.	09700232038
13. SSS NO.	06-4428767-4	21. E-MAIL ADDRESS (if any)	kctenio@up.edu.ph
14. TIN NO.	762 - 104 - 258		
15. AGENCY EMPLOYEE NO.	NONE		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	Tenio			
FIRST NAME	Felix	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Langub			
25. MOTHER'S MAIDEN NAME				
SURNAME	Cadano			
FIRST NAME	Alicia			
MIDDLE NAME	Gato		(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	Consolacion Elementary School	Primary Education	2005	2011	GRADUATED	2011	1st Honorable mention
SECONDARY	Sogod National Highschool	Secondary Education	2011	2015	GRADUATED	2015	3rd Honorable mention
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	BS in Environmental Management	2015	2019	GRADUATED	2019	Cum Laude
GRADUATE STUDIES	University of the Philippines Los Banos	MS in Environmental Science	2020	2023	GRADUATED	2023	DOST -ASTHRDP Program

(Continue on separate sheet if necessary)


SIGNATURE		DATE	April 4, 2024
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	April 4, 2024
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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			
	CIVIC WELFARE AND TRAINING SERVICE	08/01/2019	12-01-2019	90.0	Team Coordinator	
(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			
	2018 VSU Student Leadership Congress	07 /18 /2018	07 /22 /2018	40	PARTICIPANT	Visayas State University
	iStorya: Stories of Youth Action	10 /18 /2017	10 /18 /2017	8	PARTICIPANT	United Laboratories Philippines, Inc.
	6th P hilippines I Transform I Young Leaders' C onvention: " Harnessing Innovations in	09 /21 /2017	09 /25 /2017	40	PARTICIPANT	YouthLead P hilippines, Inc.
	2017 VSU Student Leadership Congress	07 /19 /2017	07 /22 /2017	32	PARTICIPANT	Visayas State University
	Kaya Natin Youth Leadership Academy – Youth Development Program	07 /20 /2017	07 /21 /2017	16	PARTICIPANT	Kaya Natin (Org.)
	College of Forestry and Environmental Science Strategic Planning Workshop	03 /24 /2017	03 /24 /2017	8	PARTICIPANT	College of Forestry and Environmental Science, Visayas State University
	Clim ate Change Adaptation Technology, Mitigation Techniques, and M anagem ent S em inar	11 /19 /2016	11 /19 /2016	8	PARTICIPANT	Visayas State University
	Seminars on A Program on Applied Ecology: The Sinharaja, Sri Lanka Experience and Sustainable Horticulture Using Leaf Litter at the Singapore	11 /07 /2016	11 /07 /2016	8	PARTICIPANT	Visayas State University
	Forest Governance Influences on Livelihoods and Sustainable Forest Managem ent	09 /15 /2016	09 /15 /2016	8	PARTICIPANT	College of Forestry and Environmental Science, Visayas State University
	International Virtual Summer Program	09 /12 /2022	09 /18 /2022	35 .0	PARTICIPANT	V irtual Training (U niversity of Padjadjaran, Indonesia)
	National Trainer's Training on Rainforestation	04 /17 /2023	04 /21 /2023	40 .0	PARTICIPANT AND FACILITATOR	Visayas State University
	Certificate Program Field Course: Conservation, Restoration and Sustainable Use in P ractice	06 /05 /2023	06 /09 /2023	40 .0	FACILITATOR	Visayas State University
	4K Program Training on Smart Farming : Technologies and Benefits for Agriculture in the Ancestral Domain	11/22/2024	11/24/2024	24.0	FACILITATOR	Department of Ariculture - Kabuhayan at Kaunlaran ng Kababayang Katutubo (4K) Program
(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)	
	Geographic Information System		Leadership Award (2019)		YOUTHLEAD PHILIPPINES, INC.	
	Basic Data Analysis using SPSS and PAST Software		Magnus Special Citation Award (2017)		UNIVERSITY SUPREME STUDENT COUNCIL, VISAYAS STATE UNIVERSITY, BAYBAY CITY, COLLEGE SUPREME STUDENT COUNCIL, COLLEGE OF FORESTRY AND	
	Freshwater Ecological Sampling and Analysis		Merit of Leadership (2017)		HELPERS IN OUTREACHING MOTHER EARTH'S STABILITY, INSTITUTE OF ENVIRONMENTAL SCIENCE SOCIETY, SESAM, UPLB	
	Social Research Data Collection and Analysis					
	Training/Seminar Organizing					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	April 4, 2024	

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Loucel E. Cui	School of Environmental Science and Management, University of the Philippines Los Baños	-
Dr. Marlito M. Bande	Institute of Tropical Ecology and Environmental Management	-
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 (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: <b>Passport</b> ID/License/Passport No.: <b>P2654243C</b> Date/Place of Issuance: <b>DFA Tacloban</b>	<div style="text-align: center;">               Signature (Sign inside the box)  <b>04/4.2024</b>              Date Accomplished           </div>	<div style="text-align: center;">               PHOTO  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>             Right Thumbmark           </div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div style="border: 1px solid black; width: 300px; height: 50px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 300px; height: 20px; margin: 0 auto; text-align: center;">             Person Administering Oath           </div>		