

# 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	ALAJAS		
FIRST NAME	ERNA MAE		NAME EXTENSION (JR., SR)
MIDDLE NAME	VISCARA		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 3, 1999 <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated Other/s: MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details. Pls. indicate country:	
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	N/A MAHARLIKA STREET House/Block/Lot No. Street N/A PARIL Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6512
8. WEIGHT (kg)	60	18. PERMANENT ADDRESS	N/A MAHARLIKA STREET House/Block/Lot No. Street N/A PARIL Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6512
10. GSIS ID NO.	NONE	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	NONE	20. MOBILE NO.	09367390501
12. PHILHEALTH NO.	NONE	21. E-MAIL ADDRESS (if any)	<a href="mailto:erna.alajas@vsu.edu.ph">erna.alajas@vsu.edu.ph</a>
13. SSS NO.	NONE		
14. TIN NO.	749-528-813-000		
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	ALAJAS		N/A	N/A
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	TONALETE		N/A	N/A
25. MOTHER'S MAIDEN NAME	ESTERLITA SALILI VISCARA		N/A	N/A
SURNAME	VISCARA		N/A	N/A
FIRST NAME	ESTERLITA		N/A	N/A
MIDDLE NAME	SALILI		(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	MAHAPLAG CENTRAL SCHOOL	ELEMENTARY GRADUATE	06/03/2005	04/16/2011	GRADUATE	2011	SECOND HONORABLE MENTION
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL - UPPER	HIGH SCHOOL GRADUATE	06/05/2011	03/26/2015	GRADUATE	2015	SALUTATORIAN
VOCATIONAL / TRADE COURSE	NONE	NONE	NONE	NONE	N/A	NONE	NONE
COLLEGE	VISAYAS STATE UNIVERSITY	BS-ED - FILIPINO	06/01/2015	06/14/2019	GRADUATE	2019	CUM LAUDE

GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MAED-FLT	06/19/2021	PRESENT	30	ONGOING	N/A
<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>			<b>DATE</b>		JANUARY 27, 2023		

## IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	LICENSURE EXAMINATION FOR TEACHERS	83.2	SEPTEMBER 29,2019	TACLOBAN CITY, LEYTE	1842108	01/10/2020
	CIVIL SERVICE ELIGIBILITY		JUNE 14, 2019	PALO, LEYTE	100108190456	07/29/2019

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)							
SIGNATURE				DATE			
						JANUARY 27, 2023	

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Intervention/Program	
2. Description of the Intervention/Program	
3. Date Attended	
4. Duration	
5. Location	
6. Facilitator(s)	
7. Participants	
8. Objectives	
9. Key Takeaways	
10. Action Items	
11. Feedback	
12. Other Comments	

[illegible]

(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)
	COMPUTER SKILLS				

(Continue on separate sheet if necessary)		
SIGNATURE		DATE
		JANUARY 27, 2023

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARIEVIC S. FLORES</td> <td>Bontoc, Southern Leyte</td> <td></td> </tr> <tr> <td>RIZALINA D. TRUYA</td> <td>Baybay City, Leyte</td> <td></td> </tr> <tr> <td>JOEL Q. MABALHIN</td> <td>Liloan, Southern Leyte</td> <td>63535637527</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARIEVIC S. FLORES	Bontoc, Southern Leyte		RIZALINA D. TRUYA	Baybay City, Leyte		JOEL Q. MABALHIN	Liloan, Southern Leyte	63535637527
NAME	ADDRESS	TEL. NO.											
MARIEVIC S. FLORES	Bontoc, Southern Leyte												
RIZALINA D. TRUYA	Baybay City, Leyte												
JOEL Q. MABALHIN	Liloan, Southern Leyte	63535637527											
<p>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.</p>													

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.:	1842108
Date/Place of Issuance:	01/10/2020 Tacloban City

Signature (Sign inside the box)
JANUARY 27, 2023
Date Accomplished

ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath