

# 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                    | CODERA  |   |  |
| FIRST NAME                    | CHRISTINE FAYE  | NAME EXTENSION (JR., SR)                                    |  |
| MIDDLE NAME                   | PEVIDA  |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 12/24/1997  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | ORMOC CITY  | If holder of dual citizenship, please indicate the details. |  |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female  |   |  |
| 6. CIVIL STATUS               | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | House/Block/Lot No. _____ Street _____<br>National Road _____ Poblacion _____<br>Subdivision/Village _____ Barangay _____<br>Tabango _____ Leyte _____<br>City/Municipality _____ Province _____ |
| 7. HEIGHT (m)                 | 1.55m   | ZIP CODE  | 6536   |
| 8. WEIGHT (kg)                | 56kgs.  |   |  |
| 9. BLOOD TYPE                 | O   | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. _____ Street _____<br>National Road _____ Poblacion _____<br>Subdivision/Village _____ Barangay _____<br>Tabango _____ Leyte _____<br>City/Municipality _____ Province _____ |
| 10. GSIS ID NO.               | N/A   | ZIP CODE  | 6536   |
| 11. PAG-IBIG ID NO.           | 1212-3075-7722  |   |  |
| 12. PHILHEALTH NO.            | 1325-0883-0894  |   |  |
| 13. SSS NO.                   | 06-4158643-3  | 19. TELEPHONE NO.   | N/A  |
| 14. TIN NO.                   | 000-357-101-996   | 20. MOBILE NO.  | 09995088424  |
| 15. AGENCY EMPLOYEE NO.       | N/A   | 21. E-MAIL ADDRESS (if any)                                 | cfayepcodera@gmail.com   |

## 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   |                            |
| MIDDLE NAME              |           |                          |   |                            |
| OCCUPATION               |           |                          |   |                            |
| EMPLOYER/BUSINESS NAME   |           |                          |   |                            |
| BUSINESS ADDRESS         |           |                          |   |                            |
| TELEPHONE NO.            |           |                          |   |                            |
| 24. FATHER'S SURNAME     | CODERA    |                          |   |                            |
| FIRST NAME               | VALENTINO | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | AGUILAR   |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |                          |   |                            |
| SURNAME                  | PEVIDA    |                          |   |                            |
| FIRST NAME               | TEOFILA   |                          |   |                            |
| MIDDLE NAME              | ROJAS     |                          | (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                | Tabango Central School          |   | 2004                 | 2010       |  | 2010           | 5th Honorable Mention                 |
| SECONDARY                 | Tabango National High School    |   | 2010                 | 2014       |  | 2014           | 1st Honorable Mention                 |
| VOCATIONAL / TRADE COURSE | N/A                             |   |                      |            |  |                |                                       |
| COLLEGE                   | UNIVERSITY OF CEBU- MAIN CAMPUS | Bachelor of Science in Business Administration Major in Management Accounting | 2014                 | 2018       |  | 2018           |                                       |
| GRADUATE STUDIES          | UNIVERSITY OF CEBU- MAIN CAMPUS | Masters of Business Administration  | 2021                 | 07/15/1905 |  | 2023           |                                       |

(Continue on separate sheet if necessary)


|           |   |      |                  |
|-----------|---|------|------------------|
| SIGNATURE |  | DATE | January 24, 2024 |
|-----------|---|------|------------------|



[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 | 01/24/2024 |
|-----------|---|------|------------|



## 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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

(Continue on separate sheet if necessary)

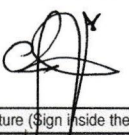
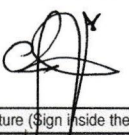
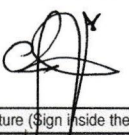



## VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full)      | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|---|---|
| Dancing                        | Best Dance Crew - 1st Runner Up (Regional Mid Year Convention 2017) | Junior Philippine Institute of Accountants                    |
| Reading                        | 5th Place Dance Palabas (Accountancy Week 2017)                     | Tabango Young Santacruzans                                    |
|                                | Leyte Idol Season 8 Semi-Finalist (Dance Category)                  | Tabango Parish Commission on Youth                            |
|                                | Dancer of the Batch 2018  |   |
|                                | Best Dance Crew - 1st Runner Up (Regional Mid Year Convention 2016) |   |
|                                |   |   |
|                                |   |   |

(Continue on separate sheet if necessary)

|           |   |      |            |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 01/24/2024 |
|-----------|---|------|------------|



| <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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><u>Resigned due to better opportunities</u></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>Mary Doreen M. Caballero</td> <td>Poblacion, Tabango, Leyte</td> <td>09998891927</td> </tr> <tr> <td>Athena O. Valeriano</td> <td>San Miguel, Leyte</td> <td>09773373236</td> </tr> <tr> <td>Abegail M. Engao</td> <td>Burauen, Leyte</td> <td>09064204513</td> </tr> </tbody> </table> |   | NAME   | ADDRESS  | TEL. NO. | Mary Doreen M. Caballero | Poblacion, Tabango, Leyte | 09998891927              | Athena O. Valeriano | San Miguel, Leyte       | 09773373236               | Abegail M. Engao   | Burauen, Leyte   | 09064204513 |
| NAME   | ADDRESS   | TEL. NO.   |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| Mary Doreen M. Caballero   | Poblacion, Tabango, Leyte   | 09998891927  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| Athena O. Valeriano  | San Miguel, Leyte   | 09773373236  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| Abegail M. Engao   | Burauen, Leyte  | 09064204513  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| <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>  |   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>0113-0037865-1</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P1116870C</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>09/04/2021/Tabango, Leyte</td> </tr> </table>   | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  |  | PLEASE INDICATE ID Number and Date of Issuance |          | Government Issued ID:    | 0113-0037865-1            | ID/License/Passport No.: | P1116870C           | Date/Place of Issuance: | 09/04/2021/Tabango, Leyte | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <br/>           Signature (Sign inside the box)<br/>           1/24/2024<br/>           Date Accomplished         </td> </tr> </table> | <br>Signature (Sign inside the box)<br>1/24/2024<br>Date Accomplished |             |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)   |   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| PLEASE INDICATE ID Number and Date of Issuance   |   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| Government Issued ID:  | 0113-0037865-1  |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| ID/License/Passport No.:   | P1116870C   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| Date/Place of Issuance:  | 09/04/2021/Tabango, Leyte   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| <br>Signature (Sign inside the box)<br>1/24/2024<br>Date Accomplished   |   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <br/>           Right Thumbmark         </td> </tr> </table>   |   | <br>Right Thumbmark |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| <br>Right Thumbmark   |   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;">       Person Administering Oath     </div>   |   |  |  |          |                          |                           |                          |                     |                         |                           |  |  |             |



PHOTO



Right Thumbmark