

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	MANJERON		
FIRST NAME	SHEKAINA JAIRAH		NAME EXTENSION (JR., SR)
MIDDLE NAME	IGANA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/11/2000	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	TACLOBAN 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 <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.47 M	17. RESIDENTIAL ADDRESS	Cluster 4 Lot 15 House/Block/Lot No. Street Lions Village Brgy. 97 Cabalawan Subdivision/Village Barangay Tacloban Leyte City/Municipality Province
8. WEIGHT (kg)	50 KG	ZIP CODE	6500
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Cluster 4 Lot 15 House/Block/Lot No. Street Lions Village Subdivision/Village Barangay Tacloban Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6500
11. PAG-IBIG ID NO.		19. TELEPHONE NO.	n/a
12. PHILHEALTH NO.	122508389475	20. MOBILE NO.	09457335645
13. SSS NO.	0643218932	21. E-MAIL ADDRESS (if any)	shekainamanjeron544@gmail.com manjeronshiekaina11@gmail.com
14. TIN NO.	750684503		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MANJERON			
FIRST NAME	PEREGRINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PACA-ANAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	IGANA			
FIRST NAME	JUVY			
MIDDLE NAME	ABERIA		(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	ZAPATERA ELEMENTARY SCHOOL	SPECIAL SCIENCE CLASS	6/28/2006	4/6/2013		2013	WITH HONORS
SECONDARY	LEYTE NATIONAL HIGH SCHOOL (JHS) & ST. THERESE CHRISTIAN DEVELOPMENT CENTER (SHS)	BEC & HUMSS	7/3/2013	7/3/2019		2019	WITH HIGH HONORS
VOCATIONAL /	JE MONDEJAR COMPUTER COLLEGE	BREAD AND PASTRY	9/22/2023	10/22/2023		2023	NCII CERTIFICATION
COLLEGE	UNIVERSITY OF THE PHILIPPINES - TACLOBAN COLLEGE	BACHELOR OF ARTS IN PSYCHOLOGY	7/8/2019	7/25/2023		2023	CUM LAUDE
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 29, 2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(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		
	EVERY COMMUNITY FOR CHRIST PHILIPPINES	01/ 18/2017		
UP LENTE	5/8/2019	5/8/2023		PHOTOGRAPHER
UP PSYCH CIRCLE	5/8/2019	5/8/2023		MEMBER
UP STUDENT LINC	5/8/2019	5/8/2023		SECRETARY
FAITH EVANGELICAL CHURCH OF THE PHIL.	01/ 18/2017	PRESENT		CHILDREN'S MINISTRY COORDINATOR - TEACHER
UP PEER FACILITATORS	5/8/2019	5/8/2023		PEER FACILITATORS

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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CROCHETING		FAITH EVANGELICAL CHURCH OF THE PHIL.
BAKING		EVERY COMMUNITY FOR CHRIST PHILIPPINES
MINISTRY TEACHING/VOLUNTEER WORK		UNIVERSITY OF THE PHILIPPINES - ALUMS ASSOCIATION
PLAYING INSTRUMENTS		UP PSYCH CIRCLE
READING		UP STUDENT LINC
STUDYING THEOLOGY		

(Continue on separate sheet if necessary)

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<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; text-align: center;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>CHERLENE CARINO</td> <td>LA UNION</td> <td>9663709777</td> </tr> <tr> <td>ELTON POLICARPIO</td> <td>TACLOBAN CITY</td> <td>09275306635</td> </tr> <tr> <td>ROUVINN NEGRADAS UY</td> <td>LEYTE</td> <td>9158887255</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	CHERLENE CARINO	LA UNION	9663709777	ELTON POLICARPIO	TACLOBAN CITY	09275306635	ROUVINN NEGRADAS UY	LEYTE	9158887255
NAME	ADDRESS	TEL. NO.											
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ELTON POLICARPIO	TACLOBAN CITY	09275306635											
ROUVINN NEGRADAS UY	LEYTE	9158887255											
<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>													
<p>Government issued ID (i.e. passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p style="text-align: center;">PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: 0643218932</p> <p>ID/License/Passport No.: N/A</p> <p>Date/Place of Issuance: Tacloban City, Leyte</p>	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px; text-align: center;"> </div> <p style="text-align: center;">Signature (Sign inside the box)</p> <hr/> <p style="text-align: center;">Date Accomplished</p>	<div style="text-align: center;"> <p style="font-size: small;">SHEKAINA JAIROM T. MANJERON</p> <p>PHOTO</p> </div> <div style="text-align: center; margin-top: 20px;"> <p style="font-size: small;">Right Thumbmark</p> </div>											
<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: 300px; height: 60px; margin: 10px auto; text-align: center;"> <p style="margin-top: 5px;">Person Administering Oath</p> </div>													

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MIDDLE NAME	ABERIA		(Continue on separate sheet if necessary)	

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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
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GRADUATE STUDIES	N/A						

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[illegible]

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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

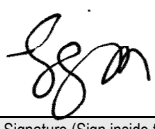


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Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: 0643218932 ID/License/Passport No.: N/A Date/Place of Issuance: Tacloban City, Leyte	 Signature (Sign inside the box) Date Accomplished	 PHOTO  Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
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UP LENTE	5/8/2019	5/8/2023		PHOTOGRAPHER
UP PSYCH CIRCLE	5/8/2019	5/8/2023		MEMBER
UP STUDENT LINC	5/8/2019	5/8/2023		SECRETARY
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UP PEER FACILITATORS	5/8/2019	5/8/2023		PEER FACILITATORS

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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(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)		
PAINTING						KERUSSO		
CROCHETING						FAITH EVANGELICAL CHURCH OF THE PHIL.		
BAKING						EVERY COMMUNITY FOR CHRIST PHILIPPINES		
MINISTRY TEACHING/VOLUNTEER WORK						UNIVERSITY OF THE PHILIPPINES - ALUMS ASSOCIATION		
PLAYING INSTRUMENTS						UP PSYCH CIRCLE		
READING						UP STUDENT LINC		
STUDYING THEOLOGY								

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 29, 2024
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<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 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>													
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<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>														
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<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: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> Person Administering Oath </div>														



SHEKAINA JAIROM T. MANJERON

PHOTO



Right Thumbmark

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	MANJERON		
FIRST NAME	SHEKAINA JAIRAH		NAME EXTENSION (JR., SR)
MIDDLE NAME	IGANA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/11/2000	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	TACLOBAN 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 <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.47 M	17. RESIDENTIAL ADDRESS	Cluster 4 Lot 15 House/Block/Lot No. Street Lions Village Brgy. 97 Cabalawan Subdivision/Village Barangay Tacloban Leyte City/Municipality Province
8. WEIGHT (kg)	50 KG	ZIP CODE	6500
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Cluster 4 Lot 15 House/Block/Lot No. Street Lions Village Subdivision/Village Barangay Tacloban Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6500
11. PAG-IBIG ID NO.		19. TELEPHONE NO.	n/a
12. PHILHEALTH NO.	122508389475	20. MOBILE NO.	09457335645
13. SSS NO.	0643218932	21. E-MAIL ADDRESS (if any)	shekainamanjeron544@gmail.com manjeronshekaina11@gmail.com
14. TIN NO.	750684503		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MANJERON			
FIRST NAME	PEREGRINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PACA-ANAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	IGANA			
FIRST NAME	JUVY			
MIDDLE NAME	ABERIA		(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	ZAPATERA ELEMENTARY SCHOOL	SPECIAL SCIENCE CLASS	6/28/2006	4/6/2013		2013	WITH HONORS
SECONDARY	LEYTE NATIONAL HIGH SCHOOL (JHS) & ST. THERESE CHRISTIAN DEVELOPMENT CENTER (SHS)	BEC & HUMSS	7/3/2013	7/3/2019		2019	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	JE MONDEJAR COMPUTER COLLEGE	BREAD AND PASTRY	9/22/2023	10/22/2023		2023	NCII CERTIFICATION
COLLEGE	UNIVERSITY OF THE PHILIPPINES - TACLOBAN COLLEGE	BACHELOR OF ARTS IN PSYCHOLOGY	7/8/2019	7/25/2023		2023	CUM LAUDE
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 29, 2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 29, 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
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MINISTRY TEACHING/VOLUNTEER WORK		UNIVERSITY OF THE PHILIPPINES - ALUMS ASSOCIATION
PLAYING INSTRUMENTS		UP PSYCH CIRCLE
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