

# 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	ALAO		NAME EXTENSION (JR., SR)		N/A
FIRST NAME	FLORDELAINÉ				
MIDDLE NAME	TORREJOS				
3. DATE OF BIRTH (mm/dd/yyyy)	8/7/1993	16. CITIZENSHIP	<input 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	POMPONAN, BAYBAY CITY, LEYTE		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 checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS	429 MABINI House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521	
7. HEIGHT (m)	5' 2"		18. PERMANENT ADDRESS	429 MABINI STREET House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521	
8. WEIGHT (kg)	66kg		19. TELEPHONE NO.	NONE	
9. BLOOD TYPE	O		20. MOBILE NO.	09758778794	
10. GSIS ID NO.	NONE		21. E-MAIL ADDRESS (if any)	flordelainealao@yahoo.com	
11. PAG-IBIG ID NO.	1212-0707-3161				
12. PHILHEALTH NO.	13-025213668-2				
13. SSS NO.	NONE				
14. TIN NO.	446-584-650				
15. AGENCY EMPLOYEE NO.	N/A				

## 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	ALAO			
FIRST NAME	FERDINAND		NAME EXTENSION	
MIDDLE NAME	LUBAY			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORREJOS			
FIRST NAME	FLORENCIA			
MIDDLE NAME	MONTAJES			

(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		PROFICIENCY LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	POMPONAN ELEMENTARY SCHOOL	GRADUATED	6/1/2001	3/1/2006		2006	NONE
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	GRADUATED	6/1/2006	3/1/2010		2010	NONE
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	GRADUATED	6/1/2010	5/9/2014		2014	ACADEMIC
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	ON-GOING	6/5/2015	PRESENT		2019	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	February 14, 2020



[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE \_\_\_\_\_

February 14, 2020



# **VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS**

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	University Dorm Adviser	8/1/2016	5/30/2017		Dorm Adviser/ Supervising and managing the dorm
	Commission on Youth, Parish youth Ministry	6/1/2013	Present		Youth Leader/ guide the youth

(Continue on separate sheet if necessary)

# **VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/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)

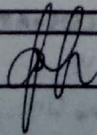
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Training Workshop on Designing and Developing Instructional Materials	02/07/2020	02/09/2020	24 hrs	Technical	Philippine Institute of 21st Century Educators Inc. (PICEI21)
	Operational Planning-Workshop, Institutional Innovation Strategies, and University Policy Re-Orientation and Updates	12/16/2019	12/19/2019	32 hrs	Technical	Northwest Samar State University
	9th Scientific Conference of the Association of Development Communication Educators and Practitioners (ADCEP) Philippines	11/29/2019	1/12/2019	24hrs	Technical	Association of Development Communication Educators and Practitioners (ADCEP) Philippines
	Scientific Report Writing Workshop	11/21/2019	11/22/2019	16 hrs	Technical	Eastern Visayas Health Research and Development Consortium
	Creative Nonfiction Workshop	9/21/2019	9/22/2019	16 hrs	Technical	NwSSU Lamiraw Writers and CALAO Writers Inc
	Research Proposal Enhancement Workshop	4/7/2019	6/7/2019	24 hrs	Technical	EVHRDC, DOST
	Summer Camp on Education Technologies for 21st Century Teachers	4/29/2019	3/5/2019	40hrs	Technical	Silliman University, Commission on Higher Education
	1st International Conference and 8th National Scientific Meeting of ADCEP of the Phil	11/30/2018	2/12/2018	24 hrs	Technical	Association of Development Communication Educators and Practitioners (ADCEP) Philippines
	OBE- Compliant Book Writing	11/22/2018		8 hrs	Technical	Mutya Publishing & NwSSU, Calbayog City, Samar
	Seminar-Workshops on Instructional Materials Development, Methods and Strategies in Teaching and Assessment of Learning for the Teaching Personnel of Northwest Samare State University					CHED- IDIG Project, CHED & Northwest Samar State University
	Training-workshop on Strengthening the competencies of Faculty Members of Higher Education Institutions Offering Development Communication	3/7/2018	5/7/2018	24 hrs	Technical	University of the Philippines Los Banos-DEVCOM
	Re-Echo Training Workshop on the Development Research-Based Extension Projects	02/23/2018		16 hrs	Technical	Research and Development Services Office, NwSSU, Calbayog City, Samar
	Philippine Debate Union Workshop Visayas Leg	11/2/2018		8 hrs	Technical	University of the Philippines Visayas Tacloban College
	Training Writeshop on Writing Research Project Proposals	08/30/2017	08/31/2017	16 hrs	Technical	Research and Development Services Office, NwSSU, Calbayog City, Samar
	Three-Day In-service Training for Teaching and Non-Teaching Personnel	6/21/23	6/23/2017	24 hrs	Technical	NwSSU, Calbayog City, Samar
	LT 212 Seminar on Journalism and Teaching Writing	2/4/2016			Technical	Department of Liberal Arts and Behavioral Sciences, Visayas State University
	2nd National Organic Agriculture Scientific Conference	02/16/2016	2/20/2016	32 hrs	Technical	Agriculture Society of the Philippines & Visayas State University
	Training on Production of Organic fertilizers, botanicals, and record keeping	11/16/2016	11/17/2016	16 hrs	Technical	Philippine Higher Education Research Network (PherNet), Visayas State University
	Jackfruit Congress, Technomart and Market matching	8/5/2014		8 hrs	Technical	Phil Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)
	Conference on Strengthening University Programs to enhance water and food security in a changing Climate	8/13/2014	8/15/2014	24 hrs	Technical	Department of DEVCOM, VSU
	Training Workshop on the Rehabilitation of Coconut-based livelihood system in typhoon Yolanda-affected communities	7/30/2014	8/1/2014	16 hrs	Technical	Department of DEVCOM, VSU

(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)
	Lay outing, Audio & Video editing, Public speaking, Content Writer				Development Communication Society
					Association of Development Communication Educators and Practitioners in the Philippines, Inc
					National Commission for Cultural Educators and Scholars (NACES)
					Philippine Institute of 21st Century Educators Inc. (PICEI21)
					Industry 4.0 Comprehensive Organization of Revitalized Educators Inc (I4CORE)

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>February 14, 2020</b>
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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>												
<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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. CHRISTINA A. GABRILLO</td> <td>VISAYAS STATE UNIVERSITY</td> <td>9335162964</td> </tr> <tr> <td>DR. EDITHA G. CAGASAN</td> <td>VISAYAS STATE UNIVERSITY</td> <td>9060519067</td> </tr> <tr> <td>DR. FE C. MONTECALVO</td> <td>NORTHWEST SAMAR STATE UNIVERSITY</td> <td>9175682250</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. CHRISTINA A. GABRILLO	VISAYAS STATE UNIVERSITY	9335162964	DR. EDITHA G. CAGASAN	VISAYAS STATE UNIVERSITY	9060519067	DR. FE C. MONTECALVO	NORTHWEST SAMAR STATE UNIVERSITY	9175682250
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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>													
<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>UNIVERSITY ID</td> </tr> <tr> <td>ID/License/Passport No.</td> <td>08071993</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>10/01/17</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:	UNIVERSITY ID	ID/License/Passport No.	08071993	Date/Place of Issuance:	10/01/17	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            February 14, 2020            Date Accomplished         </td> <td style="text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) February 14, 2020 Date Accomplished	 Right Thumbmark
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 Signature (Sign inside the box) February 14, 2020 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>FEB 14 2020</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>ATTY. CRESCHIE C. MANCOL-ARIEGA</b></p> <p>Clerk of Court VI</p> <p>Person Administering Oath</p> <p>RTC, OCC, Cebu City</p> </div>													