

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	Lajara		
FIRST NAME	Eisyn Von Federico		NAME EXTENSION (JR., SR)
MIDDLE NAME	Cua		
3. DATE OF BIRTH (mm/dd/yyyy)	04/04/1992	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	Tacloban City, Leyte	If holder of dual citizenship, please indicate the details	
5. SEX	Male		
6. CIVIL STATUS	Single	17. RESIDENTIAL ADDRESS	Block 11 Lot 10
7. HEIGHT (m)	1.73		House/Block/Lot No. Street
8. WEIGHT (kg)	70	ZIP CODE	NHA Baras
9. BLOOD TYPE	A-		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		Palo Leyte
11. PAG-IBIG ID NO.	1211-4130-8444		City/Municipality Province
12. PHILHEALTH NO.	07-025732086-1	18. PERMANENT ADDRESS	No. 27 Zamora Street
13. SSS NO.	34-5058205-2		House/Block/Lot No. Street
14. TIN NO.	453-703-729		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09053144609
		21. E-MAIL ADDRESS (if any)	eisynvonlajara@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	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	Lajara		N/A	N/A
FIRST NAME	Ervon Daniel	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Bangoy		N/A	N/A
25. MOTHER'S MAIDEN NAME	Marieta Tan Cua		N/A	N/A
SURNAME	Lajara		N/A	N/A
FIRST NAME	Marieta		N/A	N/A
MIDDLE NAME	Cua		(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	Sacred Heart College	Elementary	1999	2005	Graduated	2005	N/A
SECONDARY	Sacred Heart College	High School	2005	2009	Graduated	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Far Eastern University	Bachelor of Arts in Mass Communication	2012	2015	Graduated	2015	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/04/24
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

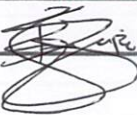
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/04/24
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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			
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
(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			
	GENDER SENSITIVITY TRAINING	03/25/2024	03/26/2024	16	Professional	Department of Tourism Regional Office VIII (Gender and Development)
	RESPONSIBLE DOCUMENT HANDLING AND SAFEKEEPING PRACTICES	11/30/24	11/30/24	8	Technical	PRIMAEXCELLENCE Review and Traning Center
	POLICY TO PRACTICE: STREAMLINING ADMINISTRATIVE SUPPORT AND IMPLEMENTATION	11/30/24	11/30/24	3	Technical	Knowledge Horizon PH
	Admin Assistance: Office Etiquette Essentials for Administrative Roles	1/12/2024	1/12/2024	N/A	N/A	Virtual Mentors
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
(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)	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	12/04/24	



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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ 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?

☐ YES

☒ 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?

☒ YES

☐ 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Mary Anne Reyes	Caloocan City	0917-6700589
Veronica Sotelo	Pasig City	0917-8252528
Donna Sarcia	Valenzuela City	0920-8099932

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: UMID ID

ID/License/Passport No.: 0111-5082064-7

Date/Place of Issuance: SSS Ayala, Makati City

Signature (Sign inside the box)

12/04/24

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 05 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. JERRY S. UY

Notary Public

Until December 31, 2025

Appointment No. NC 2024-01-65

168 Person Administering Oath

168 Person Administering Oath

PTR No. 845-166, Jan. 2, 2024, Tacloban City

Roll of Attorney No. 38363, IBP Lifetime No. 06366

MCLE Comp. No. VIII-0002733, Until Jan 1, 2025

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