

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	BALBARINO		
FIRST NAME	ELVIE	N/A	
MIDDLE NAME	DUMAGUING		
3. DATE OF BIRTH (mm/dd/yyyy)	3/8/1997	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	150	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	43		Subdivision/Village Barangay
9. BLOOD TYPE	O+		BAYBAY CITY LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	121237865817	18. PERMANENT ADDRESS	6521
12. PHILHEALTH NO.	13-025513087-1		House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village Barangay
14. TIN NO.	731-111-046		BAYBAY CITY LEYTE
15. AGENCY EMPLOYEE NO.	VJO01381	21. E-MAIL ADDRESS (if any)	elviebalbarino2718@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	N/A	N/A	N/A
MIDDLE NAME	N/A		DWYNE ELISE B. MILLAPEZ	6/10/2022
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BALBARINO			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	URBONA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DUMAGUING			
FIRST NAME	ANABELLE			
MIDDLE NAME	RUBITE		(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	BAYBAY NORTH CENTRAL SCHOOL		06-07-2004	03-27-2009		2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		06-06-2011	03-29-2013		2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ARTS IN ENGLISH LANGUAGE	01-09-2017	06-15-2018		2018	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	November 25, 2023
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[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][illegible]

<b>SIGNATURE</b>	
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DATE

11/25/2023

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				
	Society of English Education Department (SEED)	6/4/2014	3/30/2016	N/A	MEMBER		
	Asociation of Bachelor of English Language	8/2/2016	6/15/2018	N/A	MEMBER		
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 (full)	(Write in full)
		From	To				
	Training Workshop on Risk Assessment	9/11/2023	9/12/2023	16.0		VISAYAS STATE UNIVERSITY	
	Gender Sensitivity Orrientation	7/11/2023	7/11/2023	4.0		VISAYAS STATE UNIVERSITY	
	ISO 9001: 2015 Awareness and Re awareness Seminar	8/29/2023	8/29/2023	4.0		VISAYAS STATE UNIVERSITY	
	Layo na, Pero layo Pa: Conservations on Creating a Gender-Equal and Socially-Inclusive University	3/8/2023	3/8/2023	4.0		VISAYAS STATE UNIVERSITY	
	Orrientation/RE-Orrientation of Duties and Responsibilities od Ddrc and Addracs, and cascading documents and records control procedure manuals and Guidelines	2/9/2023	2/9/2023	4.0		VISAYAS STATE UNIVERSITY	
	ISO 9001: 2015 Awareness and Re awareness Seminar	2/15/2023	2/15/2023	4.0		VISAYAS STATE UNIVERSITY	
	GENDER SENSETIVITY TRAINING AND ANI SEXUAL HARASSMENT ORIENTATION	9/14/2018	9/14/2018	8.0		VISAYAS STATE UNIVERSITY	
	MUTYA PUBLISHING ORIENTATION	7/26/2018	7/27/2018	12.0		VISAYAS STATE UNIVERSITY	
	CAS JOB SEEKING SEMINAR	5/28/2018	5/28/2018	8.0		VISAYAS STATE UNIVERSITY	
	TV PROGRAM PRODUCTION WORKSHOP	10/12/2017	10/13/2017	16.0		VISAYAS STATE UNIVERSITY	
	LIFE SEMINAR	9/30/2016	9/13/2016	4.0		RIZAL TECHNOLOGICAL UNIVERSITY	
(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)		
	READING NOVELS				N/A		
	BAKING						
	Microsoft Office						
	Team Management						
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		11/25/2023	

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)?	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?	If YES, give details: _____ _____  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?	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?	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?	If YES, give details: _____  If YES, give details: _____													
39.	Have you acquired the status of an immigrant or permanent resident of another country?	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?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____													
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		 ELVIE D. BALBARINO  												
	NAME	ADDRESS		TEL. NO.											
	FLORA MAE A. GALENZOGA	ZONE 30, BAYBAY CITY LEYTE		9297136524											
	TONI MARC L. DARGANTES	GAAS, BAYBAY CITY LEYTE		9983286945											
	REA J. DIAZ	CANDADAM, BAYBAY CITY LEYTE	9270361052												
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														
<table><tr><td>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td><td></td></tr><tr><td>Government issued ID:</td><td>TIN</td></tr><tr><td>ID/License/Passport No.:</td><td>731-111-046</td></tr><tr><td>Date/Place of Issuance:</td><td>10-03-18/ ORMOC CITY</td></tr></table>		Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		Government issued ID:	TIN	ID/License/Passport No.:	731-111-046	Date/Place of Issuance:	10-03-18/ ORMOC CITY	<table><tr><td>Signature (Sign inside the box)</td><td></td></tr><tr><td>Date Accomplished</td><td>11/25/2023</td></tr></table>		Signature (Sign inside the box)		Date Accomplished	11/25/2023
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.															
<table><tr><td>Person Administering Oath</td></tr></table>				Person Administering Oath											
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