

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	BITUIN			
FIRST NAME	ALESSANDRA	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DE LA ROSA			
3. DATE OF BIRTH (mm/dd/yyyy)	05/29/1988	16. CITIZENSHIP	FILIPINO	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	FEMALE			
6. CIVIL STATUS	MARRIED	17. RESIDENTIAL ADDRESS	N/A ZONE 2 House/Block/Lot No. Street N/A SAN VICENTE Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province	
7. HEIGHT (m)	1.54	ZIP CODE	6523	
8. WEIGHT (kg)	43 kgs.			
9. BLOOD TYPE	A+		18. PERMANENT ADDRESS	N/A ZONE 2 House/Block/Lot No. Street N/A SAN VICENTE Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A			6523
11. PAG-IBIG ID NO.	1212-5276-5236	ZIP CODE		
12. PHILHEALTH NO.	13-201283040-1			
13. SSS NO.	34-6666761-5	19. TELEPHONE NO.	N/A	
14. TIN NO.	701-388-058	20. MOBILE NO.	0951-021-8080	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	alexrosetar001@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BITUIN		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALFRED	NAME EXTENSION (JR., SR)	LLOYD ANGELO A. DE LA ROSA	09/27/2007
MIDDLE NAME	CONTRIDAS		LYRIC LOUIS D. DELIGERO	04/30/2012
OCCUPATION	OFFICE STAFF		ISABELLE D. BITUIN	1/11/2018
EMPLOYER/BUSINESS NAME	LGU HINDANG		GABRIELLE D. BITUIN	11/2/2024
BUSINESS ADDRESS	HINDANG, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DE LA ROSA			
FIRST NAME	LUIS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FLORES			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALBESA			
FIRST NAME	HERMISA			
MIDDLE NAME	VILLACOTE		(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	DOOS ELEMENTARY SCHOOL	ELEMENTARY	1995	2001	GRADUATED	2001	WITH HONORS
SECONDARY	CONALUM NATIONAL HIGH SCHOOL	SECONDARY	2001	2005	GRADUATED	2005	WITH HONORS
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT MICHAEL COLLEGE	BS HUMAN RESOURCE DEVELOPMENT MANAGEMENT	2013	2016	GRADUATED	2016	NONE
	SAINT JOSEPH COLLEGE	AB ENGLISH	2010	2012	55 UNITS	N/A	N/A
	VISAYAS STATE UNIVERSITY	BS DEVELOPMENT COMMUNICATION	2005	2007	45 UNITS	N/A	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	
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[illegible]

[illegible]

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

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Listening to Music	N/A	N/A
	Television Viewing		
	Internet Surfing		
	Reading Books		
	Guitar Playing		
	MS Office		

SIGNATURE		DATE	
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DATE _____

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: NO <hr/>	
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: NO <hr/> <hr/> If YES, give details: NO 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: NO <hr/>	
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: RESIGNATION <hr/>	
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: NO <hr/> If YES, give details: NO <hr/>	
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): NO <hr/>	
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: NO <hr/> If YES, please specify ID No: NO <hr/> If YES, please specify ID No: NO <hr/>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
MA.ELENA T. ALIAS	TABOK HINDANG, LEYTE	
NENITA P. ALBIOR	TABOK HINDANG, LEYTE	9351892922
HERA P. YAMSON	TINAGO, INOPACAN LEYTE	0963-001-2421
42. <small>Before using this form, please read the instructions below and fill in the required and complete information for the purpose of processing. Signature of the appointing authority is required. Signature of the appointee is required. Signature of the appointing authority is required. Signature of the appointee is required. Signature of the appointing authority is required. Signature of the appointee is required.</small>		

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PHILSYS ID
ID/License/Passport No.: 5946-0962-5027-5169
Date/Place of Issuance: 09/07/2022 Hindang, Leyte

Signature (Sign inside the box)
Date Accomplished

ID picture taken within the last 6 months
 4.5 cm. X 3.5 cm
 (passport size)

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

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

Person Administering Oath