

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: **September 9, 2022 to September 9, 2023**
- Position: **Executive Office Personnel**
- Name of Office/Unit: **Executive Office**
- Immediate Supervisor: **Ms. Janet Amurao**
- Name of Agency/Organization and Location: **E-Primate Incorporated of Marikina City**
- List of Accomplishments and Contributions (if any)
 - ✧ Produces Standard Operating Procedures to ensure consistency and efficiency in regular work activities
 - ✧ Produces business reports
- Summary of Actual Duties
 - ✧ Review and record all incoming documents for completeness and accuracy prior to signing by the Executives.
 - ✧ Supervise co-employees with the status of their assignments and reports
 - ✧ Attends, record, and produces minutes of meeting
 - ✧ Updates the bulletin board by posting and removing outdated information
 - ✧ Doing field work during deployment
 - ✧ Perform other clerical tasks assigned from time to time

- Duration: **December 2023 - April 2024**
- Position: **Sangguniang Kabataan Treasurer**
- Name of Office/Unit: **Brgy. Rizal Local Government Unit**
- Immediate Supervisor: **Melchor Lopez**
- Name of Agency/Organization and Location: **Brgy. Rizal LGU, Rizal, Dulag, Leyte**
- Summary of Actual Duties
 - ✧ Process payroll
 - ✧ Sign all required documents and checks
 - ✧ Deposit and withdraw cash and check to/from the bank

- Duration: **April 01, 2024 - December 31, 2024**
- Position: **Administrative Support Staff**

- Name of Office/Unit: **Principal's Office**
- Immediate Supervisor: **Ferdinand B. Songalia**
- Name of Agency/Organization and Location: **Jose Rizal National High School (Dulag, Leyte)**

- List of Accomplishments and Contributions (if any)

✧ Served as Chairman on Registration and Documentation (TWG) during the School-Based Training of Teachers (SBTT) on the MATATAG Curriculum for Secondary Teachers.

- Summary of Actual Duties

- ✧ Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- ✧ Assist the School Head in preparing, conducting, advocating, monitoring and evaluating programs, projects and activities; and
- ✧ Performed other administrative and technical assistance as may be determined by the School Head.



KIMBERLY VVERO NONAY

(Signature over Printed Name of Employee Applicant)

Date: November 26, 2024

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	NONAY		
FIRST NAME	KIMBERLY	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	VIVERO		
3. DATE OF BIRTH (mm/dd/yyyy)	08/21/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BRGY. RIZAL, DULAG, LEYTE	If holder of dual citizenship, please indicate the details	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 1 House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ DULAG LEYTE City/Municipality _____ Province _____
7. HEIGHT (m)	1.6m	ZIP CODE	6505
8. WEIGHT (kg)	53kg	18. PERMANENT ADDRESS	ZONE 1 House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ DULAG LEYTE City/Municipality _____ Province _____
9. BLOOD TYPE	N/A	ZIP CODE	6505
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1213-0998-9682	20. MOBILE NO.	09918853683
12. PHILHEALTH NO.	13-250468858-9	21. E-MAIL ADDRESS (if any)	kimbirlivivero@gmail.com
13. SSS NO.	06-4497619-2		
14. TIN NO.	635-136-788-000		
15. AGENCY EMPLOYEE NO.	N/A		

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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	NONAY			
FIRST NAME	BUENAVENTURA	NAME EXTENSION (JR., SR.) JR.		
MIDDLE NAME	CAGARA			
25. MOTHER'S MAIDEN NAME				
SURNAME	VIVERO			
FIRST NAME	MARIA TERESA			
MIDDLE NAME	NOLASCO			

(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	RIZAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATE	2012	WITH HONOR
SECONDARY	RIZAL NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL	2012	2018	GRADUATE	2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN FISHERIES	2018	2022	GRADUATE	2022	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

11/26/2024

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMENT	PLACE OF EXAMINATION / CONFIRMENT	LICENSE (If applicable)	
					NUMBER	Date of Validity
	HONOR GRADUATE ELIGIBILITY	N/A	09/14/2023	CSC RO VIII	N/A	N/A
	RA 1080- FISHERIES PROFESSIONALS	79.5	10/25-26/2023	TACLOBAN CITY NIGHT HIGH SCHOOL		
	N/A	N/A	N/A	N/A	N/A	N/A

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	11/26/2024
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[illegible]

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

[illegible]

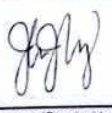
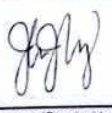
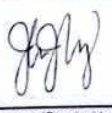



VIII. OTHER INFORMATION

31	SPECIAL SKILLS and HOBBIES	32	NON ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	STRONG ORGANIZATIONAL SKILL		N/A		N/A
	DETAIL-ORIENTED				
	COMPUTER LITERATE				
	MATHEMATICAL SKILL				

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DATE _____

2024/26 2643 24

<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">RESIGNATION - TAKE BOARD EXAM</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARY ANN MADEJA</td> <td>BATUG, DULAG, LEYTE</td> <td>9283196688</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARY ANN MADEJA	BATUG, DULAG, LEYTE	9283196688								
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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>															

