

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 c

I. PERSONAL INFORMATION

2. SURNAME	ALAO		16. CITIZENSHIP	☐ Filipino ☐ Dual Citizenship
FIRST NAME	FLORDELAINE		If holder of dual citizenship, please indicate the details.	☐ by birth ☐ by naturalization Pls. indicate country:
MIDDLE NAME	TORREJOS			
3. DATE OF BIRTH (mm/dd/yyyy)	8/7/1993			
4. PLACE OF BIRTH	POMPONAN, BAYBAY CITY, LEYTE			
5. SEX	☐ Male ☒ Female			
6 CIVIL STATUS	☒ Single ☐ Married ☒ Widowed ☐ Separated ☒ Other/s:			
7. HEIGHT (m)	5' 2"			
8. WEIGHT (kg)	66kg			
9. BLOOD TYPE	O			
10. GSIS ID NO.	NONE			
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			
17. RESIDENTIAL ADDRESS				
			429	MABINI Street
				POMPONAN Barangay
			BAYBAY CITY	LEYTE
			City/Municipality	Province
			6521	
18. PERMANENT ADDRESS				
			429	MABINI STREET Street
				Barangay
			BAYBAY CITY	LEYTE
			City/Municipality	Province
			6521	
			NONE	
			09758778794	
			flordelainealao@yahoo.com	

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			

III. EDUCATIONAL BACKGROUND

26.	LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From To	LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
	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
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100

RATING
(If Applicable)

DATE OF
EXAMINATION,
CONFIRMMENT

PLACE OF EXAMINATION / CONFERENCE

LICENSE
NUMBER

(cable)	
Date of	
Validity	

(Continue on separate sheet if necessary)

Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

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

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY / JOB/ PAY GRADE (if applicable) & STEP (Format: "00-00") INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
	From	To						
5/6/2017	Present		Instructor I	Northwest Samar State University	Php 24,2020	N/A	Temporary	Yes
11/3/2016	5/30/2017		Broadcast Producer/Announcer	Visayas State University	Php 8,800.00	N/A	Contractual	NO
6/11/2014	12/30/2015		Science Research Assistant	Visayas State University	Php 15,000	N/A	Contractual	NO
5/5/2014	5/30/2014		Graduate Technical Aide	Visayas State University	Php 6,000	N/A	Contractual	NO

(Continue on separate sheet if necessary)

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 Operational Planning-Workshop, Institutional Innovation Strategies, and University Policy Orientation and Updates	02/07/2020	02/09/2020	24 hrs	Technical	Philippine Institute of 21st Century Educators Inc. (PICE21)	
	9th Scientific Conference of the Association of Development Communication Educators and Practitioners (ADCEP) Philippines	12/16/2019	12/19/2019	32 hrs	Technical	Northwest Samar State University	
	Scientific Report Writing Workshop	11/29/2019	11/12/2019	24hrs	Technical	Association of Development Communication Educators and Practitioners (ADCEP) Philippines	
	Creative Nonfiction Workshop	11/21/2019	11/22/2019	16 hrs	Technical	Eastern Visayas Health Research and Development Consortium	
	Research Proposal Enhancement Workshop	9/21/2019	9/22/2019	16 hrs	Technical	NWSSU Lamiraw Writers and CALAO Writers Inc	
	Summer Camp on Education Technologies for 21st Century Teachers	4/7/2019	6/7/2019	24 hrs	Technical	EVHRDC, DOST	
	1st International Conference and 8th National Scientific Meeting of ADCEP of the Phil	4/29/2019	3/5/2019	40hrs	Technical	Silliman University, Commission on Higher Education	
	OBE- Compliant Book Writing	11/30/2018	2/12/2018	24 hrs	Technical	Association of Development Communication Educators and Practitioners (ADCEP) Philippines	
	Seminar-Workshops on Instructional Materials Development, Methods and Strategies in Teaching and Assessment of Learning for the Teaching Personnel of Northwest Samara State University	11/22/2018		8 hrs	Technical	Mulya Publishing & NwSSU, Calbayog City, Samar	
	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	CHED- IDIG Project, CHED & Northwest Samar State University	
	Re-Echo Training Workshop on the Development Research-Based Extension Projects	02/23/2018		16 hrs	Technical	University of the Philippines Los Banos-DEVCOM	
	Philippine Debate Union Workshop Visayas Leg	11/2/2018		8 hrs	Technical	Research and Development Services Office, NwSSU, Calbayog City, Samar	
	Training Writeshop on Writing Research Project Proposals	08/30/2017	08/31/2017	16 hrs	Technical	University of the Philippines Visayas Tacloban College	
	Three-Day In-service Training for Teaching and Non-Teaching Personnel	6/21/23	6/23/2017	24 hrs	Technical	Research and Development Services Office, NwSSU, Calbayog City, Samar	
	LT 212 Seminar on Journalism and Teaching Writing	2/4/2016			Technical	NwSSU, Calbayog City, Samar	
	2nd National Organic Agriculture Scientific Conference	02/16/2016	2/20/2016	32 hrs	Technical	Department of Liberal Arts and Behavioral Sciences, Visayas State University	
	Training on Production of Organic fertilizers, botanicals, and record keeping	11/16/2016	11/17/2016	16 hrs	Technical	Agriculture Society of the Philippines & Visayas State University	
	Jackfruit Congress, Technomart and Market matching	8/5/2014		8 hrs	Technical	Philippine Higher Education Research Network (PherNet), Visayas State University	
	Conference on Strengthening University Programs to enhance water and food security in a changing Climate	8/13/2014	8/15/2014	24 hrs	Technical	Phil Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)	
	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, YSU	
(Continue on separate sheet if necessary)							
VIII. OTHER INFORMATION							
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)			
	Lay outting, Audio & Video editing, Public speaking, Content Writer			33. 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. (PICE21)			
				Industry 4.0 Comprehensive Organization of Revitalized Educators Inc (I4CORE)			
SIGNATURE		DATE		February 14, 2020			
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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: _____

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.
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

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 cases against me.



FLORDE LAINE T. ALAD
PHOTO

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

Signature (Sign inside the box)
February 14, 2020



Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 14 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. CRESCHIL C. MANCOLARIEGA

Clerk of Court VI
Person Administering Oath
PTC, Quezon, Calbayog City