

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	BILLONES		
FIRST NAME	KIM JURAVEE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ROSELLO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/26/2001	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MAASIN CITY, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A CABULIHAN Subdivision/Village Barangay LIMASAWA SOUTHERN LEYTE City/Municipality Province 6618
7. HEIGHT (m)	1.5	ZIP CODE	
8. WEIGHT (kg)	65		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A CABULIHAN LIMASAWA SOUTHERN LEYTE City/Municipality Province 6618
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-252963098-4		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	648-757-102-00000	20. MOBILE NO.	09289405739
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kjrbillones@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	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	BILLONES			
FIRST NAME	GHAUL	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	OLOJAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROSELLO			
FIRST NAME	VESPER			
MIDDLE NAME	WAHING		(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	TRIANA ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	VALEDICTORIAN
SECONDARY	SOUTHERN LEYTE STATE UNIVERSITY-MAIN CAMPUS	SENIIOR HIGH SCHOOL	2016	2018	GRADUATED	2018	HIGHEST HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE	BACHELOR OF ARTS IN SOCIAL SCIENCE POLITICAL SCIENCE	2019	2023	GRADUATED	2023	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	JUNE 22, 2024
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[illegible]

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

[illegible]

SIGNATURE		DATE	JUNE 22, 2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)
	INTERPERSONAL AND INTRAPERSONAL COMMUNICATION		N/A		SOUTHERN LEYTE STATE UNIVERSITY FEDERATION OF ALUMNI ASSOCIATIONS
	ADAPTABILITY, CRITICAL THINKING, AND CONFLICT MANAGEMENT				UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE ACCESS
	COLLABORATIVE LEADERSHIP SKILLS				UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE POLITIKONS
	TECHNICAL AND ACADEMIC WRITING, PROOFREADING, AND EDITING				
	RESEARCH AND PUBLIC RELATIONS SKILLS				
	COMPUTER SOFTWARE PROFICIENCY				
	MULTI-TASKING AND TIME-MANAGEMENT SKILLS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 22, 2024
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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:

☐ 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 GACE B. OLOJAN	MAGALLANES, LIMASAWA, SOUTHERN LEYTE	09057071733
MARDY B. CANELA	TRIANA, LIMASAWA, SOUTHERN LEYTE	09066300319
ARLENE C. ANDUYAN	SAN AGUSTIN, LIMASAWA, SOUTHERN LEYTE	09065358449

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.

KIM JURAVEE R. BILLONES

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	PASSPORT
ID/License/Passport No.:	P5331804C
Date/Place of Issuance:	SEPTEMBER 23, 2023/TACLOBAN

Signature (Sign inside the box)
JUNE 22, 2024
Date Accomplished

Right Thumbmark

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

Person Administering Oath


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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: April 16, 2024 - Present
- Position: Academic Clerk
- Name of Office/Unit: Faculty of Arts and Sciences
- Immediate Supervisor: Aldwin M. Teves, Ph.D.
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, San Roque, Sogod, Southern Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Provides essential administrative support to the academic department or office. This role involves managing academic records, assisting with scheduling, and ensuring efficient communication between faculty, students, and administrative staff.


KIM JURAVEE R. BILLONES
(Signature over Printed Name
of Employee/Applicant)

Date: June 22, 2024