

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	ABENOJA		
FIRST NAME	ALNEN	NAME EXTENSION (JR, SR)	
MIDDLE NAME	CASULLA	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	08/31/1997	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	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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 SITIO SAUB BULACAN Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street SITIO SAUB BULACAN Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
8. WEIGHT (kg)	60	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	A+	20. MOBILE NO.	09306173360
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	1997alnen57@gmail.com
11. PAG-IBIG ID NO.	121279918688		
12. PHILHEALTH NO.	13-025519042-4		
13. SSS NO.	06-4392712-6		
14. TIN NO.	761-116-917		
15. AGENCY EMPLOYEE NO.			

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	ABENOJA			
FIRST NAME	ALVIN	NAME EXTENSION (JR, SR)		
MIDDLE NAME	SERDIÑA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CASULLA			
FIRST NAME	NIMFA			
MIDDLE NAME	ALSONADO			

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	TABOK ELEMENTARY SCHOOL	ELEMENTARY	2018	2010	GRADUATED	2010	NONE
SECONDARY	HINDANG NATIONAL HIGH SCHOOL	SECONDARY	2011	2014	GRADUATED	2014	NONE
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 AGRIBUSINESS	2015	2019	GRADUATED	2019	NONE
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY	MASTER IN MANAGEMENT	2023	PRESENT	30 Units	PRESENT	NONE

(Continue on separate sheet if necessary)

SIGNATURE	DATE	01/08/2025
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

01/08/2025

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)

31. SPECIAL SKILLS AND HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literacy	N/A	(ALARM) Action Leyte Amateur Radio Modulators - Volunteer
Interpersonal Skills		
Leadership		
Adaptability		
Flexibility		
Technical Skills		
Work Ethic Skills		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	01/08/2025
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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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Maricel L. Espina</td><td>Tacloban Leyte</td><td>9305051174</td></tr><tr><td>Betty A. Cabal</td><td>Brgy. Doos del Norte Hindang, Leyte</td><td>9989898770</td></tr><tr><td>Georma Z. Cavero</td><td>Brgy. Doos del Norte Hindang, Leyte</td><td>09985498197</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Maricel L. Espina	Tacloban Leyte	9305051174	Betty A. Cabal	Brgy. Doos del Norte Hindang, Leyte	9989898770	Georma Z. Cavero	Brgy. Doos del Norte Hindang, Leyte	09985498197
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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.		 PHOTO												
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"> Signature (Sign inside the box) 01/08/2025 Date Accomplished</td><td rowspan="4"> Right Thumbmark</td></tr><tr><td>Government Issued ID: TIN</td></tr><tr><td>ID/License/Passport No.: 761-116-917</td></tr><tr><td>Date/Place of Issuance: 01/24/2020</td></tr></table>		Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 01/08/2025 Date Accomplished	 Right Thumbmark	Government Issued ID: TIN	ID/License/Passport No.: 761-116-917	Date/Place of Issuance: 01/24/2020							
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SUBSCRIBED AND SWORN to before me this 08 JAN 2025 NOTARY PUBLIC Exhibiting his/her validly issued government ID as indicated above. UNTIL DECEMBER 31, 2025 NOTARIAL COMMISSION NO. 267-2023-02 P. YBANEZ STREET POBLACION 1, HINDANG, LEYTE PTR NO. 0388675 - 01/02/2025 - HINDANG, LEYTE Person Administering Oath ISF NO. 495171 - 01/02/2025 - CEBU CITY ROLL OF ATTORNEY NO. 57552														

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WORK EXPERIENCE SHEET
<p>Instructions:</p> <p>1. Include only the work experiences relevant to the position being applied for.</p> <p>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 starting with the most recent/present employment</p>
<ul style="list-style-type: none">• Duration: May 13, 2024 - December 31, 2024• Position: (PDO II) Project Development Officer II• Name of Office/Unit: Sustainable Livelihood Program• Immediate Supervisor: Mrs. Maricel L. Espina• Name of Agency/Organization and Location: Department of Social Welfare and Development Office <ul style="list-style-type: none">• List of Accomplishments and Contributions (if any)<ul style="list-style-type: none">○ Execution of Assigned Duties: Successfully carried out tasks and responsibilities assigned in the capacity of a PDO.○ Timely Report Preparation: Prepared and submitted reports promptly, adhering to requested timelines and requirements.○ Technical Assistance for Beneficiaries: Provided guidance and support to Sustainable Livelihood Program (SLP) beneficiaries to enhance the effectiveness of their livelihood activities.• Summary of Actual Duties<ul style="list-style-type: none">○ Preparation of Project Proposals: Draft and finalize project proposals to support livelihood programs and initiatives.○ Monitoring of Sustainable Livelihood Program (SLP) Beneficiaries: Regularly track and assess the progress and status of SLP beneficiaries.○ Provision of Technical Assistance: Offer technical guidance and support to beneficiaries in managing and optimizing their livelihood operations.○ Support During Payout Augmentations: Assist in the distribution and augmentation processes during payout events.○ Documentation and Training Facilitation:<ul style="list-style-type: none">○ Prepare documents, reports, and other requirements for training activities.○ Coordinate logistics, including venue arrangements, for trainings conducted for SLP Associations (SLPAs).
<ul style="list-style-type: none">• Duration: January 18, 2021- April 31, 2024• Position: (GAD) Gender and Development Clerk• Name of Office/Unit: Municipal Social Welfare and Development Office• Immediate Supervisor: Mrs. Georma Z. Cavero• Name of Agency/Organization and Location: Local Government Unit of Hindang, Hindang Leyte <ul style="list-style-type: none">• List of Accomplishments and Contributions (if any)

- Performed duties assigned
- Prepare reports as requested by the MSWDO
- Provide administrative services to MSWDO

- **Summary of Actual Duties**

- Assist and prepare documents for Emergency Shelter Assistance-Typhoon Odette
- Assist and prepare documents for Emergency Housing Assistance Program (EHAP) Financial Assistance
- Assist and prepare documents for Educational Assistance and LGU Scholarships
- Assist the distribution of social pension for senior citizens
- Assist & prepare documents, reports, venue for trainings conducted
- Compile, sort and file records of all Payouts assisted.
- Encode, format and edit office documents using computers
- Do errand and other function as directed by MSWDO
- Edit info graphs, certificates, activity tarpaulins & programs

- Duration: August 10, 2020 – September 29, 2020
- Position: Team Supervisor – Census of Population and Housing 2020
- Name of Office/Unit: Philippine Statistic Authority
- Immediate Supervisor: Rodolfo Novillo Jr
- Name of Agency/Organization and Location: Philippine Statistic Authority, Tacloban Leyte

- **List of Accomplishments and Contributions (if any)**

- Performed duties assigned by the Head CAS
- Performed other CPH-related duties that may be assigned from time to time by the CAS.

- **Summary of Actual Duties**

- Directly and closely supervise the EN during the listing, mapping, enumeration and CPH data collection operations to be completed on time.
- Serves as the link between the CAS, and EN on all matters about the CPH 2020 undertaking
- Help solve and report to the CAS problems encountered by the Ens
- Ensure the complete enumeration of all households and/or barangays in the EA
- Prepares, evaluates, signs and submits forms for CPH 2020


ALNEN C. ABENOJA

Date: JANUARY 8, 2025