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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM 1. CS ID No. Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use on I. PERSONAL INFORMATION 2. SURNAME **ABENOJA** NAME EXTENSION (JR., SR) FIRST NAME ALNEN CASULLA MIDDLE NAME 3. DATE OF BIRTH 16. CITIZENSHIP 08/31/1997 ☑ Filipino □ Dual Otizenship (mm/dd/yyyy) □ by birth □ by naturalization HILONGOS, LEYTE If holder of dual citizenship. Pls. indicate country: 4. PLACE OF BIRTH please indicate the details. ☐ Male ☑ Female Philippines 5 SEX 17. RESIDENTIAL ADDRESS ☑ Single ☐ Married 6 CIVIL STATUS louse/Block/Lot No ☐ Widowed ☐ Separated SITIO SAUR **BUILACAN** Other/s: North Park and the ubdivisionVille HINDANG LEYTE 1.58 7. HEIGHT (m) City/Municipality Province ZIP CODE 6523 8. WEIGHT (kg) 60 N/A 18. PERMANENT ADDRESS N/A ramac avoC on 9. BLOOD TYPE A+ House/Block/Lat No. Street SITIO SAUR RUI ACAN 10. GSIS ID NO. N/A Subdivision/Village DignelaniH Barangay HINDANG LEYTE 11 PAG-IBIG ID NO 2021 Census of Po 121279918688 Province City/Municipality 12 PHILHEALTH NO. 13-025519042-4 ZIP CODE 6523 and has an NA 13. SSS NO. 06-4392712-6 19. TELEPHONE NO. 09306173360 20. MOBILE NO. 14. TIN NO. 761-116-917 21. E-MAIL ADDRESS (if any) 1997alnen57@gmail.com 15. AGENCY EMPLOYEE NO II. FAMILY BACKGROUND DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME NA NAME EXTENSION (JR., SR) FIRST NAME NA NA NA N/A MIDDLE NAME OCCUPATION N/A N/A EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** N/A TELEPHONE NO. **ABENOJA** 24. FATHER'S SURNAME AME EXTENSION (JR., SR) FIRST NAME ALVIN SERDIÑA MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME CASULLA NIMFA FIRST NAME AL SONADO (Continue on separate sheet if necessary) MIDDLE NAME II. EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL UNITS EARNED PERIOD OF ATTENDANCE VEAR ACADEMIC NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To GRADUATED 2010 NONE TABOK ELEMENTARY SCHOOL 2010 ELEMENTARY **FLEMENTARY** 2018 GRADUATED 2014 NONE SECONDARY HINDANG NATIONAL HIGH SCHOOL SECONDARY 2011 2014 NA N/A N/A N/A N/A NA TRADE COURSE BACHELOR OF SCIENCE IN AGRIBUSINESS 2015 2019 GRADUATED 2019 NONE VISAYAS STATE UNIVERSITY COLLEGE SOUTHERN LEYTE STATE UNIVERSITY MASTER IN MANAGEMENT 2023 PRESEN 30 Units PRESENT NONE GRADUATE STUDIES parate sheet if necessary) DATE SIGNATURE

CS FORM 212 (Revised 2017), Page 1 of

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h Level Training on 2020 Census of Popula	tion and Housing (CPH)	August 10, 2020	August 15.2020	50 Hours	Trainee/ Team Supervisor	PSA-Leyte Provincial Statistical Office	
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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 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 Phillippines. 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 filling of administrative/criminal case/s against me. Government Issued ID (Le Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance							Are you a solo parent?
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WORK EXPERIENCE SHEET

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

- 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
- 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
 - List of Accomplishments and Contributions (if any)
 - 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
 - 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:
 - Prepare documents, reports, and other requirements for training activities.
 - Coordinate logistics, including venue arrangements, for trainings conducted for SLP Associations (SLPAs).
- 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
 - 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 CABENOJA

Date: JANUARY 8, 2025