

# 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	PENING		
FIRST NAME	MENAFE		NAME EXTENSION (JR., SR)
MIDDLE NAME	PEDRA		N/A
3. DATE OF BIRTH (mm/dd/yyyy)	02/13/2000	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	CANABUWAN, MERIDA, 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	PROPER Street CANABUWAN Barangay LEYTE Province MERIDA City/Municipality
7. HEIGHT (m)	1.48	ZIP CODE	
8. WEIGHT (kg)	42	18. PERMANENT ADDRESS	PROPER Street CANABUWAN Barangay LEYTE Province MERIDA City/Municipality
9. BLOOD TYPE	NA	ZIP CODE	6540
10. GSIS ID NO.	NA	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	12305972698	20. MOBILE NO.	09675579282
12. PHILHEALTH NO.	13-2507086407	21. E-MAIL ADDRESS (if any)	peningmenafepedra13@gmail.com
13. SSS NO.	06-4459965-2		
14. TIN NO.	013-554-967-0000		
15. AGENCY EMPLOYEE NO.	NA		

## 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	PENING			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	CUSTODIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	PEDRA			
FIRST NAME	NILDA			
MIDDLE NAME	REALDE			

(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	CANABUWAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	N/A	2012	FOURTH HONOR
SECONDARY	PUERTO BELLO NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL SENIOR HIGH SCHOOL	2012	2018	N/A	2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYA STATE UNIVERSITY - CARIG CAMPUS	BACHELOR OF SCIENCE IN AGRIBUSINESS	2018	2022	N/A	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	01/26/2024
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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	<i>Kent</i>	DATE	9/24/2024
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;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)
BASIC ACCOUNTING	N/A	N/A
BASIC COMPUTER LITERATE		
ACCOUNTABILITY		
INTEGRITY		
FLXIBILITY		
COMMUNICATION SKILLS		

(Continue on separate sheet if necessary)

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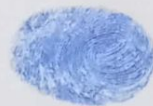
DATE \_\_\_\_\_

01/26/2024

<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 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ELWIN P. GARCIA</td> <td>BAYBAY CITY</td> <td>09380230772</td> </tr> <tr> <td>JESSE MICA CACERES</td> <td>ORmoc CITY</td> <td>09173607158</td> </tr> <tr> <td>LECIL N. MANAGBANAG</td> <td>BAYBAY CITY</td> <td>09317708087</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ELWIN P. GARCIA	BAYBAY CITY	09380230772	JESSE MICA CACERES	ORmoc CITY	09173607158	LECIL N. MANAGBANAG	BAYBAY CITY	09317708087
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: <u>PHILHEALTH ID</u></td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: <u>13-250708640-7</u></td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: <u>03/21/2023 ORmoc CITY</u></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: <u>PHILHEALTH ID</u>	ID/License/Passport No.: <u>13-250708640-7</u>	Date/Place of Issuance: <u>03/21/2023 ORmoc CITY</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)  <u>01/21/2024</u>            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) <u>01/21/2024</u> Date Accomplished						
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<p>SUBSCRIBED AND SWORN to before me this <u>26 JAN 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">   <b>ATTY. OLIVER NORMAN P. YANO</b>  <b>PUBLIC ATTORNEY II</b>  <small>(Pursuant to R.A. 9405)</small>  <b>Person Administering Oath</b> </div>													



PHOTO



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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: March 1, 2023 - September 15, 2023
- Position: Branch Administrative Assistant
- Name of Office/Unit: Finance Department / CEV - ORMOC
- Immediate Supervisor: Jesse Mica Lacorosa / Elwin Garcia
- Name of Agency/Organization and Location: COMMUNITY ECONOMIC VENTURES INC. - ORMOC
- List of Accomplishments and Contributions (if any)
  - Attended online training to the new system used in creating, processing and approving loan applications as well as posting payments and other clients transaction.
- Summary of Actual Duties
  - Responsible in cashing functions, petty cash custodian, processing loan applications and administrative functions within a branch office.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

*[Signature]*  
NENA FE PENING

(Signature over Printed Name  
of Employee/Applicant)

Date: 01/26/2024