

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	PUNDAVELA		
FIRST NAME	DELLY JANE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LORENIO		
3. DATE OF BIRTH (mm/dd/yyyy)	09/24/1999	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	DULAG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A Street RIZAL Subdivision/Village Barangay DULAG LEYTE City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	6505
8. WEIGHT (kg)	54	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Street RIZAL Subdivision/Village Barangay DULAG LEYTE City/Municipality Province
9. BLOOD TYPE	AB	ZIP CODE	6505
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121310618714	20. MOBILE NO.	09758528535
12. PHILHEALTH NO.	13-025590250-5	21. E-MAIL ADDRESS (if any)	dellypundavela@gmail.com
13. SSS NO.	06-4503361-0		
14. TIN NO.	644227194		
15. AGENCY EMPLOYEE NO.	N/A		

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	PUNDAVELA			
FIRST NAME	DARWIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VERMUG			
25. MOTHER'S MAIDEN NAME				
SURNAME	LORENIO			
FIRST NAME	MELINDE			
MIDDLE NAME	CAIDOY			

(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	RIZAL ELEMENTARY SCHOOL	ELEMENTARY	2006	2012	N/A	2012	VALEDICTORIAN
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL (STEM STRAND)	2012	2018	N/A	2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY, VISCA- MAIN CAMPUS BAYBAY LEYTE	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2018	2023	N/A	2023	COLLEGE HONOR
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/09/2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	07/03/2024
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[illegible]

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

[illegible]

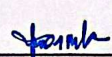
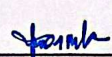
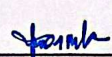
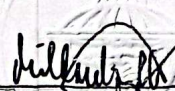
VIII. OTHER INFORMATION

[illegible]

SIGNATURE	<i>Shaguna</i>	DATE	09/09/2024
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spania

09/09/2024

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: <u>RESIGNATION</u>												
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: <u>4P'S MEMBER</u> ☐ 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) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ENGR. KATRINA CAMILLE MENDOZA, ENTTI COMPANY PRESIDENT</td> <td>QUEZON CITY</td> <td>9178751908</td> </tr> <tr> <td>JOANNA ROSE CAJANO, VSS SR. MANAGER HR</td> <td>MAHARLIKA HIGHWAY DRAGONBALL COMPOUND</td> <td>9171802257</td> </tr> <tr> <td>RINA QUINTANA, LGU TREASURER</td> <td>DULAG</td> <td>9632452424</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ENGR. KATRINA CAMILLE MENDOZA, ENTTI COMPANY PRESIDENT	QUEZON CITY	9178751908	JOANNA ROSE CAJANO, VSS SR. MANAGER HR	MAHARLIKA HIGHWAY DRAGONBALL COMPOUND	9171802257	RINA QUINTANA, LGU TREASURER	DULAG	9632452424
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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.													
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SUBSCRIBED AND SWORN to before me this <u>SEP 03 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.  ATTY. MILDRED JOY QUE, CPA MUNICIPAL MAYOR - DULAG, LEYTE PURSUANT TO SEC. 41, CHAPTER 10, BOOK I of EO 292 AS AMENDED BY RA 6733.  PUNDAVELA, DELLY JANE LORENO PHOTO  Right Thumbmark													