

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	GODINEZ		
FIRST NAME	DANICA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PRIMA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/03/1998	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	BACOLOD CITY, NEGROS OCCIDENTAL	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:		
7. HEIGHT (m)	1.6	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	50		SAN JUAN
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	2006380335		ABORLAN PALAWAN
11. PAG-IBIG ID NO.	121237117884		City/Municipality Province
12. PHILHEALTH NO.	13-025457889-5	ZIP CODE	5302
13. SSS NO.	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street
14. TIN NO.	732-112-206		PUROK SEASIDE HINGATUNGAN
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village Barangay
			SILAGO SOUTHERN LEYTE
			City/Municipality Province
		ZIP CODE	6606
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	0961-464-0307		
21. E-MAIL ADDRESS (if any)	danicagodinez123@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GODINEZ			
FIRST NAME	DIEGO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAHUSAY			
25. MOTHER'S MAIDEN NAME				
SURNAME	PRIMA			
FIRST NAME	JENNY			
MIDDLE NAME	DAGCUTAN		(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	BULAK ELEMENTARY SCHOOL	N/A	2004	2010		2010	VALEDICTORIAN
SECONDARY	HINGATUNGAN NATIONAL HIGH SCHOOL	N/A	2010	2014		2014	2ND HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN DEVELOPMENT COMMUNICATION	2014	2018		2018	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN DEVCOM MINOR IN AGEX	2020	2022		2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/27/2025
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE PROFESSIONAL - PD907 HONOR GRADUATE	N/A	15/06/2018	VISAYAS STATE UNIVERSITY	100108180664	N/A


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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


[illegible]





(Continue on separate sheet if necessary)

SIGNATURE	
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DATE

01/27/2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A					
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Accreditation Workshop 2024	06/05/2024	06/05/2024	8 HOURS	MANAGERIAL	WESTERN PHILIPPINES UNIVERSITY
	Patent Drafting Training-Workshop	05/14/2024	05/16/2024	24 HOURS	PARTICIPANT	WESTERN PHILIPPINES UNIVERSITY & INTELLECTUAL PROPERTY OFFICE OF THE
	Workshop on Migration & Upgrading of WPU Website	01/22/2024	01//23/2024	16 HOURS	FOUNDATION	WESTERN PHILIPPINES UNIVERSITY
	Patent Search Workshop	10/19/2023	10/20/2023	16 HOURS	FOUNDATION	WESTERN PHILIPPINES UNIVERSITY & INTELLECTUAL PROPERTY OFFICE OF THE
	Turnitin Similarity-Instructor Workflow Training	10/26/23	10/26/23	2 HOURS	FOUNDATION	WESTERN PHILIPPINES UNIVERSITY
	Capability Enhancement on Designing Programs of Future's Thinking & Internationalization	12/14/2023	12/15/2023	16 HOURS	MANAGERIAL	WESTERN PHILIPPINES UNIVERSITY & TARLAC AGRICULTURAL UNIVERSITY
	TESOL/TEFL CERTIFICATION COURSE	06/26/2023	08/10/2023	120 HOURS	FOUNDATION	INTERNATIONAL OPEN ACADEMY
	#DevCom Talks Research Webinar Series	06/08/2021	06/22/2021	24 HOURS	FOUNDATION	DEPARTMENT OF DEVELOPMENT COMMUNICATION
	28TH ANNUAL PHILIPPINE BIODIVERSITY SYMPOSIUM	08/13/2019	08/16/2019	32 HOURS	TECHNICAL	BIODIVERSITY CONSERVATION SOCIETY OF THE PHILIPPINES
	RETOOLING/CAPACITY BUILDING SEMINAR-WORKSHOP	11/26/2018	11/27/2018	16 HOURS	FOUNDATION	VISAYAS STATE UNIVERSITY & USSO
	UNDERGRADUATE INTERSHIP	07/01/2017	07/31/0217	184 HOURS	TECHNICAL	DYHP RMN CEBU & DDC-VSU
	CINEMAKULAY BROADCAST DOCUMENTARY PRODUCTION WORKSHOP	03/24/2017	03/26/2017	24 HOURS	FOUNDATION	ABS-CBN NEWS & CURRENT AFFAIRS
	11TH PINOY MEDIA CONGRESS	02/16/2017	02/17/2017	16 HOURS	FOUNDATION	PHILIPPINE ASSOCIATION OF COMMUNICATION EDUCATORS AND ABS-CBN CORPORATION
	10TH PINOY MEDIA CONGRESS	02/18/2016	02/19/2016	16 HOURS	FOUNDATION	PHILIPPINE ASSOCIATION OF COMMUNICATION EDUCATORS AND ABS-CBN CORPORATION
(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)	
	MEDIA PRODUCTION	N/A			N/A	
	RADIO BROADCASTING					
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	1/27/2025

<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 checked="" 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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">resigned from contractual job for a permanent position</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>DR. LITA B. SOPSOP</td> <td>ABORLAN, PALAWAN</td> <td>9171570102</td> </tr> <tr> <td>DIR. MARLON M. TAMBIS</td> <td>BAYBAY CITY, LEYTE</td> <td>9397209796</td> </tr> <tr> <td>DR. CHRISTINA A. GABRILLO</td> <td>BAYBAY CITY, LEYTE</td> <td>09062627974/09709948733</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. LITA B. SOPSOP	ABORLAN, PALAWAN	9171570102	DIR. MARLON M. TAMBIS	BAYBAY CITY, LEYTE	9397209796	DR. CHRISTINA A. GABRILLO	BAYBAY CITY, LEYTE	09062627974/09709948733		
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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>															
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<div style="text-align: center;">  <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <div style="text-align: center;">Right Thumbmark</div>															
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 10px;"></div> <div style="text-align: center; border: 1px solid black; padding: 5px;">Person Administering Oath</div>															