

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.**

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Avellana		
FIRST NAME	Edelina	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Palermo		
3. DATE OF BIRTH (mm/dd/yyyy)	2/26/1999	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	Baybay City	If holder of dual citizenship, please indicate the details.	Algeria
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Brgy. Maganhan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	ZIP CODE	6521
7. HEIGHT (m)	1.49m	18. PERMANENT ADDRESS	House/Block/Lot No. Street Brgy. Maganhan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	48kg	ZIP CODE	6521
9. BLOOD TYPE	A ⁺	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09514527014
11. PAG-IBIG ID NO.	1213-1408-1466	21. E-MAIL ADDRESS (if any)	avellanaed22@gmail.com
12. PHILHEALTH NO.	13-202757093-7		
13. SSS NO.	06-4526107-1		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Avellana		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Richard	NAME EXTENSION (JR., SR)	Eric Palermo Avellana	11/5/2017
MIDDLE NAME	virtualla	N/A	Erich Palermo Avellana	11/9/2018
OCCUPATION	vulcanizing		Erin Palermo Avellana	4/6/2020
EMPLOYER/BUSINESS NAME	3Es vulcanizing			
BUSINESS ADDRESS	Brgy. Maganhan Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Palermo			
FIRST NAME	Orlando	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Piamonte	SR		
25. MOTHER'S MAIDEN NAME	D.			
SURNAME	Daro			
FIRST NAME	basilica			
MIDDLE NAME	Sumarylo			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Maganhan Elementary School	Basic Education	2005	2011	6 level	2011	2nd Honor
SECONDARY	Baybay National High School	Basic Education	2011	2015	4 level	2015	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Eastern Visayas State University	Bachelor of Secondary Education Major in Math	2015	2022	90 units	2022	N/A
GRADUATE STUDIES	Eastern Visayas State University	Master of Arts in Education for Secondary Major in Math	2024	Present	9	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 14, 2025
-----------	---	------	-------------------

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
		February 14, 2025	

[illegible]

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	February 14, 2025
-----------	---	------	-------------------

34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate supervision Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a _____? ☐ 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 _____)

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Hon. Renato P. Magan	Bar. Maganhan	N/A
Leo Mamolo	VCUITS VSCA	N/A
Jenny Jabinex	Hana GT	N/A

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



EDELINA P. AVELLANA

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Philmath .PRC

ID/License/Passport No.: 2272794

Date/Place of Issuance: 2/3/2025 Ormoc City

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

affiant exhibiting his/her validly issued government ID as indicated above.

Notary Public for the Province of _____

Notarial Commission No. B-23-12-07

Until December 31, 2025

MCLE Compliance No. VIII-0011446-Valid until April 14, 2028

TR No. Bc0326357, 01/02/25

BP O.R. No. 492541-01/02/25

TIN No. 207-628-029

Attorney's Roll No. 42391

R. Maagsay Avenue, Baybay City, Leyte

Doc. No. 278
Page No. 56
Book No. Lxxv
25

Person Administering Oath