

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	DE LA ROSA		
FIRST NAME	ADELA ROSA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ALBESA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	HINDANG, 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	N/A PUROK 6 House/Block/Lot No. Street N/A CONALUM Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province ZIP CODE 6522
7. HEIGHT (m)	1.5748	18. PERMANENT ADDRESS	N/A PUROK 6 House/Block/Lot No. Street N/A CONALUM Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province ZIP CODE 6522
8. WEIGHT (kg)	47	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O	20. MOBILE NO.	09639647629
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	adenqdelarosa29@gmail.com
11. PAG-IBIG ID NO.	1211-7548-5021		
12. PHILHEALTH NO.	130253967324		
13. SSS NO.	34-5885866-5		
14. TIN NO.	471-934-313-000		
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	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	DE LA ROSA			
FIRST NAME	LUIS	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	FLORES			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALBESA			
FIRST NAME	HERMISA			
MIDDLE NAME	VILLACOTE			

(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	CONALUM ELEMENTARY SCHOOL	ELEMENTARY	1999	2005	GRADUATED	2005	N/A
SECONDARY	BONTOC NATIONAL HIGH SCHOOL	HIGHSCHOOL	2005	2009	GRADUATED	2009	N/A
VOCATIONAL / TRADE COURSE	THE COLLEGE OF MAASIN	ASSOCIATE IN COMPUTER TECHNOLOGY	2013	2015	GRADUATED	2015	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ECONOMICS	2009	2016	GRADUATED	2016	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Adenq Delarosa</i>	DATE	AUGUST 1, 2021
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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 SUBPROFESSIONAL	87.66	06/19/2022	ORMOC CITY, LEYTE	N/A	06/25/2022
	CAREER SERVICE PROFESSIONAL	80.78	03/26/2023	MAASIN CITY, SOUTHERN LEYTE	N/A	06/09/2023

V. WORK EXPERIENCE

[illegible]**SIGNATURE**

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DATE

AUGUST 1, 2025

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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: _____

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: _____
☐ 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)

NAME	ADDRESS	TEL. NO.
EDGAR D. ESPINOSA	BRGY. TINAGO, INOPACAN, LEYTE	9154117198
LOVEN P. DUGANG	ORMOC CITY, LEYTE	9500383355
MARK P. TIDOY	INOPACAN, LEYTE	9639648902

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.



Adela Rosa A. De La Rosa
ADELA ROSA A. DE LA ROSA

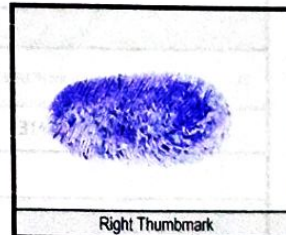
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **NATIONAL**

ID/License/Passport No.: **2148-5927-9604-1902**

Date/Place of Issuance: **INOPACAN, LEYTE**

Adela Rosa A. De La Rosa
Signature (Sign inside the box)
AUGUST 1, 2021
Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

WORK EXPERIENCE SHEET

- Duration: July 11, 2019 – June 30, 2025
- Position: Office Support Services
- Name of Office/Unit: Bureau of Internal Revenue Office, Inopacan, Leyte
- Immediate Supervisor: Loven Pernes-Dugang
- Name of Agency/Organization and Location: Local Government Unit, Inopacan, Leyte

- Summary of Actual Duties

- Responsible for assisting in receiving of Business Tax Remittances collection, releasing taxpayer's receipts, performing administrative and technical tasks, responding to queries and performs other related functions.

- Duration: October 16, 2016 – February 18, 2018
- Position: Cashier 2 (Regular)
- Name of Office/Unit: Palawan Pawnshop- Hindang and Inopacan Branch
- Immediate Supervisor:
- Name of Agency/Organization and Location: Eight Under Par (Pawnshop Operator) Inc.

- Summary of Actual Duties

- Responsible for handling transactions for customers, balancing cash drawers, bills payment transactions, processing of outward clearing items and performs other related functions.

Adela Rosa A. De la Rosa
ADELA ROSA A. DE LA ROSA
 (Signature over Printed Name
 of Employee/Applicant)

Date: AUGUST 1, 2021