

# PERSONAL DATA SHEET

**WARNING:** Any misinterpretation 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)

<b>I. PERSONAL INFORMATION</b>			
2. SURNAME	NAULA		
FIRST NAME	MAE GRETZ	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DOLINA		
3. DATE OF BIRTH (mm/dd/yyyy)	05/15/1994	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	QUINAPONDAN, EASTERN SAMAR	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	N/A F. ABIT STREET House/Block/Lot No. Street N/A BRGY. 04 Subdivision/Village Barangay QUINAPONDAN EASTERN SAMAR City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6810
8. WEIGHT (kg)	82	18. PERMANENT ADDRESS	N/A F. ABIT STREET House/Block/Lot No. Street N/A BRGY. 04 Subdivision/Village Barangay QUINAPONDAN EASTERN SAMAR City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6810
10. GSIS ID NO.	2005138320	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121149060075	20. MOBILE NO.	09067072578
12. PHILHEALTH NO.	13-050174789-1	21. E-MAIL ADDRESS (if any)	maegretzdolina@gmail.com
13. SSS NO.	06-4502678-2		
14. TIN NO.	489-932-804-000		
15. AGENCY EMPLOYEE NO.	N/A		

<b>II. FAMILY BACKGROUND</b>				
22. SPOUSE'S SURNAME	NAULA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RICHARD	NAME EXTENSION (JR., SR) N/A	GRICH EESHA TAZANNA D. NAULA	01/24/2022
MIDDLE NAME	CALESTERIO			
OCCUPATION	HOUSEHUSBAND			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME				
SURNAME	DOLINA			
FIRST NAME	GRACE			
MIDDLE NAME	ANGUREN		(Continue on separate sheet if necessary)	

<b>III. EDUCATIONAL BACKGROUND</b>								
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	QUINAPONDAN CENTRAL ELEMENTARY SCHOOL	PRIMARY	2000	2006	GRADUATED	2006	5TH HONOR	
SECONDARY	QUINAPONDAN NATIONAL HIGH SCHOOL	SECONDARY	2006	2010	GRADUATED	2010	1ST HONORABLE MENTION	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION(MATHEMATICS)	2010	2014	GRADUATED	2014	N/A	
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER OF EDUCATION(MATHEMATICS)	2014	2024	36 UNITS	N/A	N/A	

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	APRIL 4, 2024




[illegible]

V. WORK EXPERIENCE

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







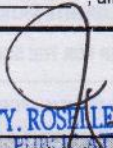
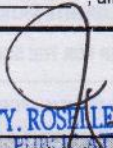
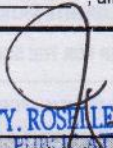
[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	APRIL 4, 2024
------------------	---	-------------	---------------



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES OF (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	NATIONAL ORGANIZATION OF PROFESSIONAL TEACHERS INC.	03/29/2015	PRESENT	N/A	MEMBER	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
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			
	2023 DIVISION TOT on HIGHER ORDER THINKING SKILLS PROFESSIONAL LEARNING PACKAGES(HOTS-PLPs) FOR ENGLISH, MATHEMATICS AND	10/08/2023	10/10/2023	24 HRS	MANAGERIAL	SCHOOLS DIVISION OF EASTERN SAMAR
	5- DAY SCHOOL BASED INSET ON PROMOTING LITERACY AND NUMERACY	2/06/2023	2/10/2023	40 HRS	MANAGERIAL	GIPORLOS NATIONAL TRADE SCHOOL
	SEMINAR WORKSHOP ON TEACHING METHODOLOGIES IN MATH & SCIENCE(SIM & SCRATCH APP) & SIP	07/27/2018	07/27/2018	8 HRS	MANAGERIAL	MATH & SCIENCE DEPARTMENT, GIPORLOS NATIONAL TRADE SCHOOL
	INTERNATIONAL TRAINING ON TEACHING MATH, SCIENCE & TECHNOLOGY	07/13/2018	07/15/2018	24 HRS	MANAGERIAL	SOUTHEAST ASIAN INSTITUTE OF EDUCATIONAL TRAINING, INC.
	2018 INTER-DISTRICT STUDENTS' RESEARCH CONGRESS	3/01/2018	3/01/2018	8 HRS	MANAGERIAL	GIPORLOS NATIONAL TRADE SCHOOL
	LNU GRADUATE SCHOOL CONVOCATION	08/20/2017	08/20/2017	8 HRS	MANAGERIAL	LEYTE NORMAL UNIVERSITY
	ICT ROLL OUT	12/14/2016	12/16/2016	36 HRS	TECHNICAL	GIPORLOS DISTRICT
	DIVISION TEACHER INDUCTION PROGRAM FOR NEW HIRED SHS TEACHERS	9/05/2016	9/07/2016	24 HRS	MANAGERIAL	DEPARTMENT OF EDUCATION - DIVISION OFFICE
	FIRST SCHOOL-BASED LEARNING ENHANCEMENT ACTIVITY PROGRAM LEAP SESSION ACTION RESEARCH	08/27/2016	08/27/2016	8 HRS	MANAGERIAL	GIPORLOS NATIONAL TRADE SCHOOL
	INTERNATIONAL SEMINAR/TRAINING/WORKSHOP ON LEGAL AND ETHICAL CHALLENGES IN CLASSROOM AND SCHOOL MANAGEMENT	04/29/2017	5/01/2017	24 HRS	MANAGERIAL	PHILIPPINE PEDAGOGICAL INSTITUTE
	2016 DIVISION FESTIVAL OF TALENTS CUM YES-O CAMP AND SCIENCE FAIR & MATH FAIR	09/29/2016	09/30/2016	16 HRS	TECHNICAL	DIVISION OF EASTERN SAMAR
	SENIOR HIGH SCHOOL GRADE 11 MASS TRAINING OF TEACHERS BATCH 2 COMMON TOPICS	7/02/2016	7/05/2016	30 HRS	MANAGERIAL	DEPARTMENT OF EDUCATION - REGIONAL OFFICE
	PERFORM PERSONAL COMPUTER OPERATIONS	03/26/2016	04/24/2016	80 HRS	TECHNICAL	TESDA BNAS
	2015 EVAPS ANNUAL GENERAL ASSEMBLY	8/08/2015	8/08/2015	8 HRS	MANAGERIAL	EASTERN VISAYAS ASSOCIATION OF PRIVATE SCHOOLS
	SUMMER 2015 IN - SERVICE TRAINING FOR GRADE 10 TEACHERS IN PRIVATE SCHOOLS	05/27/2015	05/29/2015	24 HRS	MANAGERIAL	DEPARTMENT OF EDUCATION
	2014 PROFESSIONAL DEVELOPMENT ON RIGOR AND RELEVANCE IN LEARNING USING THE CORNELL NOTE - TAKING SYSTEM BUILDING	07/22/2014	07/22/2014	8 HRS	MANAGERIAL	JE MONDEJAR COMPUTER COLLEGE
(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)	
	COMPUTER LITERATE		EB SUPPORT STAFF IN GIPORLOS, EASTERN SAMAR DURING THE MAY 9, 2022 NATIONAL & LOCAL ELECTIONS		N/A	
	ORGANIZING EVENTS		LEARNING FACILITATOR IN THE 5-DAY SCHOOL BASED INSET ON PROMOTING LITERACY AND NUMERACY CONDUCTED FEB. 6-10, 2023			
	PLAYING CHESS AND MIND GAMES		RESOURCE SPEAKER DURING THE SYMPOSIUM WITH THE THEME: "SAGIP KABATAAN"			
	PROBLEM SOLVING SKILL		FESTIVAL OF TALENTS MATH QUIZ COACH CONDUCTED SEPTEMBER 29-30, 2016 AT LLORENTE NATIONAL HIGH SCHOOL			
	TEACHING SKILL		EXHIBIT ORGANIZER FOR THE SCHOOL-BASED FESTIVAL OF TALENTS			
	MULTI TASKING SKILL		OFFICIATING OFFICIAL FOR THE INTRAMURAL MEET 2016			
	SECRETARIAT SKILL		DOST UNDERGRADUATE SCHOLARSHIP EXAMINATION REVIEWER			
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	APRIL 4, 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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <b>RESIGNATION</b> _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>BENJAMIN P. CAMPOMANES</td><td>DOLORES, EASTERN SAMAR</td><td>9277754292</td></tr><tr><td>MARIA RONA A. ELECHO</td><td>GIPORLOS, EASTERN SAMAR</td><td>9554193537</td></tr><tr><td>ROSELYN B. BAQUILOD</td><td>GIPORLOS, EASTERN SAMAR</td><td>9108008234</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	BENJAMIN P. CAMPOMANES	DOLORES, EASTERN SAMAR	9277754292	MARIA RONA A. ELECHO	GIPORLOS, EASTERN SAMAR	9554193537	ROSELYN B. BAQUILOD	GIPORLOS, EASTERN SAMAR	9108008234
NAME	ADDRESS	TEL. NO.											
BENJAMIN P. CAMPOMANES	DOLORES, EASTERN SAMAR	9277754292											
MARIA RONA A. ELECHO	GIPORLOS, EASTERN SAMAR	9554193537											
ROSELYN B. BAQUILOD	GIPORLOS, EASTERN SAMAR	9108008234											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: <b>PRC</b></td></tr><tr><td>ID/License/Passport No.: <b>1384143</b></td></tr><tr><td>Date/Place of Issuance: <b>07/13/2015/ TACLOBAN CITY</b></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: <b>PRC</b>	ID/License/Passport No.: <b>1384143</b>	Date/Place of Issuance: <b>07/13/2015/ TACLOBAN CITY</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>APRIL 4, 2024</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>APRIL 4, 2024</b>	Date Accomplished				
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: <b>PRC</b>													
ID/License/Passport No.: <b>1384143</b>													
Date/Place of Issuance: <b>07/13/2015/ TACLOBAN CITY</b>													
													
Signature (Sign inside the box)													
<b>APRIL 4, 2024</b>													
Date Accomplished													
<table><tr><td></td></tr><tr><td>Right Thumbprint</td></tr></table>			Right Thumbprint										
													
Right Thumbprint													
SUBSCRIBED AND SWORN to before me this <b>04 APR 2024</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td><b>ATTY. ROSALE GO GERENA</b></td></tr><tr><td>Person Administering Oath</td></tr></table>			<b>ATTY. ROSALE GO GERENA</b>	Person Administering Oath									
													
<b>ATTY. ROSALE GO GERENA</b>													
Person Administering Oath													



## 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: June 13, 2016 – March 1, 2024
- Position: Senior High School Teacher II
- Name of Office/Unit: Giporlos National Trade School
- Immediate Supervisor: Pablo A. Garcia
- Name of Agency/Organization and Location: Department of Education Eastern Samar Division
- List of Accomplishments and Contributions
  - Created and checked Periodical Tests of students
  - Maintained an orderly classroom
  - Engaged the students on each lesson
  - Produced interactive activities
  - Explained the lesson well to the students with illustrative examples
  - Made a class ranking
  - Home visited tardy/absenous students
- Summary of Actual Duties
  - Responsible for crafting lessons that encourage the involvement of students to the activities or the lesson itself; maintaining classroom management and positive environment to promote permanent learning; collaborating with colleagues for an easy and smooth assessment of students' learning progress and participation; attend training/seminars for professional development; teach effectively; provide feedback to students' performances and parent/guardian queries, etc.

- Duration: June 5, 2015 to February 3, 2016
- Position: Job Order – Teacher
- Name of Office/Unit: Our Lady of Fatima Academy
- Immediate Supervisor: S. Maria Corazon P. Agoncillo, RVM
- Name of Agency/Organization and Location: Our Lady of Fatima Academy, Inc.
- List of Accomplishments and Contributions
  - Created and checked Periodical Tests of students
  - Maintained an orderly classroom
  - Engaged the students on each lesson
  - Produced interactive activities
  - Explained the lesson well to the students with illustrative examples
  - Made a class ranking
  - Home visited tardy/absenous students



- Summary of Actual Duties

- Responsible for crafting lessons that encourage the involvement of students to the activities or the lesson itself; maintaining classroom management and positive environment to promote permanent learning; collaborating with colleagues for an easy and smooth assessment of students' learning progress and participation; attend training/seminars for professional development; teach effectively; provide feedback to students' performances and parent/guardian queries, etc.

- Duration: January 5, 2015 to March 31, 2015
- Position: Job Order – Secretary of the Principal
- Name of Office/Unit: Giporlos National Trade School
- Immediate Supervisor: Benjamin Campomanes
- Name of Agency/Organization and Location: Department of Education Eastern Samar Division

- List of Accomplishments and Contributions

- Scheduled meetings and appointments
- Developed and maintained a filing system
- Ordered office supplies
- Provided general support to other employees and visitors

- Summary of Actual Duties

- Responsible for maintaining an organized work environment that serves the school administration, teaching and non-teaching staffs and students. Accountable for the following: typing, preparing and organizing files/reports; producing agendas and taking minutes of any scheduled meeting/appointment of the Principal; greeting and entertaining concerns of co- employees and visitors.

  
**MAE GRETZ D. NAULA**  
(Signature over Printed Name  
of Employee/Applicant)

Date: 04/08/2024