

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	BELISADO		
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	GODOY		
3. DATE OF BIRTH (mm/dd/yyyy)	19/11/1996	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY LEYTE		
5. SEX	☒ Male ☐ Female		Philippines
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	SITIO COLO House/Block/Lot No. Street BRGY. KAN-IPA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.63		
8. WEIGHT (kg)	91		
9. BLOOD TYPE	N/A		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121232957658	18. PERMANENT ADDRESS ZIP CODE	SITIO COLO House/Block/Lot No. Street BRGY. KAN-IPA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A		
14. TIN NO.	725-007-235	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	00560	20. MOBILE NO.	09203429869
		21. E-MAIL ADDRESS (if any)	rodulfobelisadojr@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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	BELISADO		N/A	N/A
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR) SR.	N/A	N/A
MIDDLE NAME	NER		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	GODOY		N/A	N/A
FIRST NAME	ROSITA		N/A	N/A
MIDDLE NAME	VALENZONA		(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	BAYBAY I CENTRAL SCHOOL	GRADE 1 TO GRADE 6	2003	2009	N/A	2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	1ST YEAR HIGH SCHOOL - 4TH YEAR HIGH SCHOOL	2009	2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan College of the Immaculate Conception	Bachelor of Science in Business Administration major in Human Resource Development and Management	2014	2018	N/A	2018	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		DATE	June 14, 2023
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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	N/A	N/A	N/A	N/A

(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			
	LAND TRANSPORTATION OFFICE SEMINAR-WORKSHOP FOR DEPUTIZED AGENTS AND TRAFFIC MONITORS	03/04/2019	04/04/2019	12 HRS.	TECHNICAL	LAND TRANSPORTATION OFFICERS
	TRAINING FOR GLOBALLY COMPETITIVE FUTURE MANAGERS	09/03/2016	09/03/2016	4 HRS.	MANAGERIAL	MR. EUGENE NARRA, MA.Ed

(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		N/A		N/A
	COMMUNICATION SKILLS				
	MULTI-TASKING SKILLS				
	PLAYING BASKETBALL				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 14, 2023
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WORK EXPERIENCE SHEET

January. 2022 – Present, Baybay City, Leyte

Parole and Probation Office Staff, Hall of Justice Baybay

- Entertain clients.
- Prepare monthly anti-drug abuse accomplishment report.
- Prepare quarterly report of elderly and persons with disability expenses report.
- Submit the NBI and CMRD record checks.
- Prepare record check of clients for parole and probation.
- Assist in the conduct of drug test of clients.
- Encode the probationers and parolee's profile.
- Releasing files and documents to other offices.
- Other duties and tasks as assigned by my superior.

Oct. 2018 – December 2021

Baybay City, Leyte

Traffic Enforcer, LGU Baybay

- Maintain the smooth flow of road traffic
- Control vehicle congestion at the road intersections
- Check any list of violators and report it to the traffic management office for disciplinary action
- Assist traffic operation conducted by traffic management office
- Helping pedestrians, especially the aged and children to cross the street
- Catch traffic violators and issue appropriate tickets or penalties
- Respond and attend to traffic emergencies
- Maintaining an approachable personality so people in need would not hesitate to ask for help
- Assigned at Gaas checkpoint and list all pass by vehicles that will pass through Baybay City going to their destination to other municipalities.
- Check all the necessary documents as a requirement that a person is authorized to enter the city and do transactions.
- Escort all arriving locally stranded individuals to the office of the Baybay Emergency Response Unit.

Apr. 2016 – Apr. 2018
Baybay City, Leyte

Working Student, Botica Cayunda

- Receives and unpacks merchandise
- Marks items with prices and stocks shelves.
- Assists customers with transferring large packages to their vehicles.
- Counts and stores items to help maintain an adequate inventory.
- Ensures that the store products is stored in an orderly manner.
- Inspects newly arrived products for damages or defects.
- Answers customer questions regarding items that are in or out of stock.

Nov. 2017 – Feb. 2018
Baybay City, Leyte

Job trainee, Baybay City Water District

- Performing office duties.
- Assisting clients and supervisors.
- Segregating official receipts according to their numbers.
- Store and file official receipts.
- Cleaning the office.



RODULFO G. BELISADO JR.

Applicant

Date: June 14, 2023