

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	MOLINA		
FIRST NAME	EDELINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/12/1981	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	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	HERMOSILLA DRIVE House/Block/Lot No. Street DISTRICT 28 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
7. HEIGHT (m)	5 ft	18. PERMANENT ADDRESS	HERMOSILLA DRIVE House/Block/Lot No. Street DISTRICT 28 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
8. WEIGHT (kg)	55 kg		ZIP CODE
9. BLOOD TYPE	"O"	19. TELEPHONE NO.	053-561-8689
10. GSIS ID NO.	2005080074		20. MOBILE NO.
11. PAG-IBIG ID NO.	121027202594	21. E-MAIL ADDRESS (if any)	edelina.molina012@deped.gov.ph
12. PHILHEALTH NO.	13-050100091-5		
13. SSS NO.	06-25972801		
14. TIN NO.	244-821-833		
15. AGENCY EMPLOYEE NO.	6293421		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MOLINA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARLAW	NAME EXTENSION (JR., SR)	MAEVE JANCIS BAGARINAO MOLINA	23/05/2013
MIDDLE NAME	TIEMPO	N/A		
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	BAGARINAO			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TIEMPO	N/A		
25. MOTHER'S MAIDEN NAME	JOSELINA BANTUGAN ZAPANTA (DECEASED)			
SURNAME	BAGARINAO			
FIRST NAME	JOSELINA			
MIDDLE NAME	ZAPANTA			

(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	ORMOC CITY CENTRAL SCHOOL	PRIMARY EDUCATION	06/01/1988	03/30/1994	N/A	1994	NONE
SECONDARY	SAINT PETER'S COLLEGE	SECONDARY EDUCATION			N/A	1998	NONE
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU	AB - INDUSTRIAL PSYCHOLOGY	06/01/1998	03/22/2002	N/A	2002	NONE
	CEBU TECHNOLOGICAL UNIVERSITY	CERTIFICATE IN PROFESSIONAL EDUCATION	02/04/2017	06/11/2017	None	N/A	None
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/1/2021
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE 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 Examination	80%	26/08/2003	Cebu city	N/A	N/A

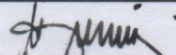
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V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/04/2021	present	Administrative Officer II	DepEd - Ormoc City Central School	Confidential	SG 11	Permanent	Y
03/25/2019	01/04/2021	Administrative Assistant III	DepEd Ormoc City Division	Confidential	SG 9	Permanent	Y
08/19/2016	03/24/2019	Administrative Assistant II	DepEd Ormoc City Division	Confidential	SG 8	Permanent	Y
03/05/2016	5/20/2016	Research Assistant	Helpage International/COSE	Confidential	N/A	Project based	N
06/16/2014	03/04/2016	Team Leader	Helpage International/COSE	Confidential	N/A	Regular Project Based	N
02/01/2014	06/15/2014	Community Organizer	Helpage International/COSE	Confidential	N/A	Regular Project Based	N
25/02/2008	31/10/2013	Community Development Facilitator	PLAN International, Inc.	Confidential	N/A	Regular- Project Based	N
10/02/2006	18/02/2008	Community Development Officer	Pearl S. Buck Foundation, Phils.	Confidential	N/A	Regular	N
04/01/2006	09/02/2006	HR Staff	CORBOX	Confidential	N/A	Probationary	N
11/07/2005	01/20/2006	Enumerator (Baseline Survey - Southern Leyte Program Unit)	PLAN International, Inc.	Confidential	N/A	Project based	N
04/16/2002	06/28/2002	Enumerator (Solid Waste Mgt. Research- Los Banos, Laguna Areas)	University of the Philippines	Confidential	N/A	Project based	N

(Continue on separate sheet if necessary)

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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		
	Malbasag Savings and Credit Association (MALBASCA)	19/03/2015	June 2019	5 hrs per week	Record Keeper
	Malbasag Savings and Credit Association (MALBASCA) - Kiddie Savers Program	March 2017	present	5 hrs per week	Organizer and Record Keeper (for Kiddie Savers Accounts)

(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)

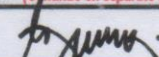
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	DepEd Procurement Professionalism Program (3 PRO) - Basic Course	11/17/2021	11/19/2021	24	Technical	DepEd Central Office
	Limited Face-to-Face Finalization and Presentation of PPMP CSE and Non CSE, Crafting of 2022 APP CSE and Re-Oriented on the Procurement Process Workflow	08/16/2021	08/18/2021	24	Technical	DepEd - Ormoc City Division
	Limited Face-to-Face Orientation and Preparation of PPMP, FY 2022 APP-CSE and Indicative FY 2022 APP Non-CSE	05/20/2021	05/20/2021	8	Technical	DepEd - Ormoc City Division
	2017 Omnibus Rules on Appointment and Other Human resource Actions (ORA OHRA), Revised July 2018	4/7/2021	4/8/2021	12	Technical	CSC
	Limited F2F Orientation on Republic Act (RA) 9184 and the Different Standardized Procurement Processes and Documents	12/03/2021	12/03/2021	8	Technical	DepEd - Ormoc City Division
	Strand Interface on Programs and Guidelines (SIPAG) Conference 2021	02/24/2021	02/24/2021	2	Technical	DepEd Central Office
	Limited Face-to-Face Virtual Orientation on the Preparation of Annual Procurement Plan for BE-LCP Funds for the Administrative Assistants and School Heads	02/03/2021	02/03/2021	8	Technical	DepEd - Ormoc City Division
	Orienting Oneself To Environmentally Sustainable Work Standards (1 of 2)	1/28/2020	1/28/2020		Technical	TESDA
	Government Procurement under Bayanihan to Recover as one Act	09/30/2020	09/30/2021	8	Technical	GPPB
	Unboxing of Simplified 6th Edition of the Philippine Bidding Documents for Goods and Infrastructure Projects	09/31/2020	09/30/2021	8.0	Technical	GPPB
	Gender Sensitivity Training Workshop " Achieving Equality, Diversity, and Wellness in the Workplace"	12/19/2019	12/21/2019	3 DAYS	Technical	DepEd Division of Ormoc City
	Capability Building on Revised Implementing Rules and Regulations of RA 9184	11/6/2019	11/8/2019	3 DAYS	Technical	DepEd Division of Ormoc City
	Cluster Training on Program Management Information System (PMIS) Basic Education Inputs Module and System Enhancements	10/8/2019	10/11/2019	4 DAYS	Technical	DepEd Region VII
	Standard First Aid Training -Lay Rescuers	01/29/2019	01/31/2019	3 DAYS	Technical	DOH-EVCHD
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	06/20/2018	06/21/2018	2 DAYS	Technical	PhilGEPS
	Capability Building for School Heads and Non-Teaching Personnel on Providing Outstanding Customer Service, Maintaining Work Efficiency and Living a Life of Service	08/09/2017	08/11/2017	3 DAYS	Technical	DepEd Division of Ormoc City
	Pedagogical Approaches in Teaching and Learning K to 12 Basic Education Program	02/11/2017	02/05/2017	5 DAYS	Technical	Cebu Technological University
	Home Care Services Training	09/23/2015	09/25/2015	3 DAYS	Technical	Helpage International/COSE
	Training of Trainers on Inclusive DRR for Older Persons	06/22/2015	06/24/2015	3 DAYS	Technical	Helpage International/COSE
	Training of Trainers on Older People Inclusive Disaster Risk Reduction	05/04/2015	05/08/2015	4 DAYS	Technical	Helpage International/COSE

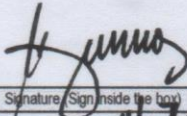

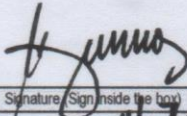

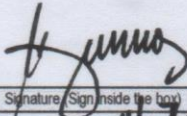

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COORDINATION AND NETWORKING SKILLS		NONE		MALBASCA
	FACILITATION SKILLS				
	COMMUNITY ORGANIZING SKILLS				
	COMPUTER LITERATE				
	BOOKKEEPING SKILLS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/1/2022
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<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 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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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: center;"><u>Resignation and end of project.</u></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>ATTY. KARISMA IVEE L. AGRABADOR</td> <td>DepEd Ormoc City Division</td> <td>0999-421-7598</td> </tr> <tr> <td>JULIET B. MONTEBON</td> <td>DepEd Ormoc City Division</td> <td>0946-707-8870</td> </tr> <tr> <td>LEONILA D. LAPLANA</td> <td>Ormoc City Central School</td> <td>0917-314-3512</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ATTY. KARISMA IVEE L. AGRABADOR	DepEd Ormoc City Division	0999-421-7598	JULIET B. MONTEBON	DepEd Ormoc City Division	0946-707-8870	LEONILA D. LAPLANA	Ormoc City Central School	0917-314-3512
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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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: : PRC ID</p> <p>ID/License/Passport No.: Reg. No.1595372</p> <p>Date/Place of Issuance: Manila</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">  Signature (Sign inside the box) Date Accomplished: 4/17/2022 </td> <td style="width: 50%; text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished: 4/17/2022	 Right Thumbmark										
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<p>SUBSCRIBED AND SWORN to before me <u>this</u> _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>													

