

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 | Dumaguig | | |
| FIRST NAME | Jennifer | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | Capacio | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/03/1979 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship |
| 4. PLACE OF BIRTH | Baybay City, Leyte | If holder of dual citizenship, please indicate the details. | <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 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 | House/Block/Lot No. _____ Street _____ Zone 3 Nangka Brgy. Guadalupe Subdivision/Village _____ Barangay _____ Baybay City Leyte City/Municipality _____ Province _____ |
| 7. HEIGHT (m) | 1.56 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 65 kgs. | 18. PERMANENT ADDRESS | House/Block/Lot No. _____ Street _____ Zone 3 Nangka Brgy. Guadalupe Subdivision/Village _____ Barangay _____ Baybay City Leyte City/Municipality _____ Province _____ |
| 9. BLOOD TYPE | O+ | ZIP CODE | 6521 |
| 10. GSIS ID NO. | | 19. TELEPHONE NO. | |
| 11. PAG-IBIG ID NO. | 121031630096 | 20. MOBILE NO. | 09621174112 |
| 12. PHILHEALTH NO. | 12-050581641-8 | 21. E-MAIL ADDRESS (if any) | orangefeliz@gmail.com |
| 13. SSS NO. | 0722328976 | | |
| 14. TIN NO. | 249600050 | | |
| 15. AGENCY EMPLOYEE NO. | | | |

II. FAMILY BACKGROUND

| | | | | |
|---|-----------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | | NAME EXTENSION (JR., SR) | Phoebe Joyce D. Palencia | 02/29/2000 |
| MIDDLE NAME | | | Mae Aljen D. Palencia | 05/30/2003 |
| OCCUPATION | | | Juliana Charize D. Palencia | 08/18/2004 |
| EMPLOYER/BUSINESS NAME | | | Paolo Anthony Dumaguig | 07/22/2011 |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | Dumaguig | | | |
| FIRST NAME | Antonio | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | Ybarñez | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | Capacio | | | |
| FIRST NAME | Zenaída | | | |
| MIDDLE NAME | Calungsod | | | |
| (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 | VISCA Foundation Elementary School | Primary | 11/06/1986 | 24/03/1992 | | 1992 | 1st Honorable Mention |
| SECONDARY | VISCA Laboratory High School | Secondary | 14/06/1992 | 24/03/1996 | | 1996 | With Honors |
| VOCATIONAL / TRADE COURSE | | | | | | | |
| COLLEGE | University of San Jose-Recoletos | Bachelor of Science in Tourism | 11/06/1996 | 16/10/1999 | | 1999 | |
| GRADUATE STUDIES | Southern Leyte State University | Masters in Management | 20/01/2024 | present | | on going | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | July 18, 2025 |
|-----------|---|------|---------------|

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

| | | | |
|------------------|---|-------------|---------------|
| SIGNATURE |  | DATE | July 18, 2025 |
|------------------|---|-------------|---------------|

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED | |
|--|--|
| 1. Name of the Program | |
| 2. Description of the Program | |
| 3. Date Attended | |
| 4. Location | |
| 5. Duration | |
| 6. Key Takeaways | |
| 7. Impact on Performance | |
| 8. Additional Comments | |

[illegible]

rate sheet if necessary)

VIII

MEMBERSHIP

| 31. SPECIAL SKILLS and HOBBIES | | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. |
|---------------------------------------|--|--|-----|
| Computer Skill: MS Office Application | | | |
| Student Assessment and Evaluation | | | |
| Classroom Management | | | |
| Market Research | | | |
| Strong Negotiation Skills | | | |
| Singing/Playing Badminton | | | |
| Cooking | | | |

rate sheet if necessary)

| | | | |
|------------------|---|-------------|---------------|
| SIGNATURE |  | DATE | July 18, 2025 |
|------------------|---|-------------|---------------|

| <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 checked="" 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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Jose L. Bacusmo</td> <td>Sta. Cruz, Baybay City, Leyte</td> <td>9686906880</td> </tr> <tr> <td>Dr. Czarina Ancella G. Gabi</td> <td>Sogod, Southern Leyte</td> <td>9173088375</td> </tr> <tr> <td>Prof. Ed Allan L. Alcober</td> <td>Gabas, Baybay City, Leyte</td> <td>9483696506</td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | Dr. Jose L. Bacusmo | Sta. Cruz, Baybay City, Leyte | 9686906880 | Dr. Czarina Ancella G. Gabi | Sogod, Southern Leyte | 9173088375 | Prof. Ed Allan L. Alcober | Gabas, Baybay City, Leyte | 9483696506 | | | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | | |
| Dr. Jose L. Bacusmo | Sta. Cruz, Baybay City, Leyte | 9686906880 | | | | | | | | | | | | | | |
| Dr. Czarina Ancella G. Gabi | Sogod, Southern Leyte | 9173088375 | | | | | | | | | | | | | | |
| Prof. Ed Allan L. Alcober | Gabas, Baybay City, Leyte | 9483696506 | | | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Passport</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P8524459B</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>20/12/2021/ Bangkok</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: | Passport | ID/License/Passport No.: | P8524459B | Date/Place of Issuance: | 20/12/2021/ Bangkok | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 50px;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">07/18/2025</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table> | | Signature (Sign inside the box) | 07/18/2025 | Date Accomplished | <div style="text-align: center;"> <p style="font-size: 0.8em;">ID picture taken within the last 6 months 4.5 cm X 3.5 cm (passport size)</p> <p style="font-size: 0.7em;">Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center; margin-top: 10px;">PHOTO</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Right Thumbmark</p> |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc) | | | | | | | | | | | | | | | | |
| PLEASE INDICATE ID Number and Date of Issuance | | | | | | | | | | | | | | | | |
| Government Issued ID: | Passport | | | | | | | | | | | | | | | |
| ID/License/Passport No.: | P8524459B | | | | | | | | | | | | | | | |
| Date/Place of Issuance: | 20/12/2021/ Bangkok | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | | | | |
| 07/18/2025 | | | | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | | | | |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p> | | | | | | | | | | | | | | | | |