

# 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	BOJA		
FIRST NAME	KIZZY MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SAJA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/03/1999	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	PASAY CITY, METRO MANILA	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 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 BALLENER House/Block/Lot No. Street N/A TABOK Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6523
8. WEIGHT (kg)	70		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A BALLENER House/Block/Lot No. Street N/A TABOK Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6523
11. PAG-IBIG ID NO.	121312799824		
12. PHILHEALTH NO.	01-251481205-3		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	617-119-480-00000	20. MOBILE NO.	+639639170178
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kizzymaeboja@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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BOJA			
FIRST NAME	WILLIAM	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MADJOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	SAJA			
FIRST NAME	BRENDA			
MIDDLE NAME	TENIO		(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	TABOK ELEMENTARY SCHOOL	ELEMENTARY	06/04/2007	3/30/2012	GRADE 6	2012	8TH HONOR
SECONDARY	HINDANG NATIONAL HIGH SCHOOL	JUNIOR & SENIOR HIGH SCHOOL	06/06/2016	04/04/2018	GRADE 12	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	08/01/2018	08/01/2018	4TH YEAR	2022	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT SOCIOLOGY	08/15/2023	PRESENT	15 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 23, 2024
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#### IV. CIVIL SERVICE ELIGIBILITY

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
	LICENSED PROFESSIONAL TEACHER	88.8	09/24/2023	TACLOBAN CITY, LEYTE	2156004	02/27/2024
	HONOR GRADUATE ELIGIBILITY (P.D. 907)	N/A	05/17/2023	PALO, LEYTE	N/A	N/A

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*


(Continue on separate sheet if necessary)

## 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						
	01/15/2024	05/24/2024	PART-TIME INSTRUCTOR	VISAYAS STATE UNIVERSITY - DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES	14,000-17,500	02-7	CONTRACTUAL	Y
	08/16/2023	12/21/2023	PART-TIME INSTRUCTOR	VISAYAS STATE UNIVERSITY - DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES	12,000-13,800	02-7	CONTRACTUAL	Y
	09/28/2022	06/23/2023	PART-TIME INSTRUCTOR	VISAYAS STATE UNIVERSITY - DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES	13,000-14,500	02-6	CONTRACTUAL	Y

*****NOTHING FOLLOWS*****									
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(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	JUNE 23, 2024
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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		
	BOUGAINVILLEA LADIES' COTTAGE - VISAYAS STATE UNIVERSITY	05/06/2024	PRESENT	8 HOURS/DAY	DORMITORY ASSISTANT ADVISER
	ILANG-ILANG LADIES' DORMITORY - VISAYAS STATE UNIVERSITY	10/01/2023	05/05/2024	8 HOURS/DAY	DORMITORY ASSISTANT ADVISER
	NATIONAL SERVICE TRAINING PROGRAM (NSTP) - CIVC WELFARE AND TRAINING SERVICE (CWTS) - VISAYAS STATE UNIVERSITY	09/02/2023	05/18/2024	6 HOURS/WEEK	TEAM COORDINATOR

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*


(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	BASIC COMPUTER LITERACY TRAINING	05/24/2024	06/04/2024	80.0	TECHNICAL	ELTECH LEARNING HUB
	SEMINAR-WORKSHOP ON ENHANCING THE GENDER AND SOCIETY CURRICULUM	03/20/2025	03/20/2025	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY - GENDER RESOURCE CENTER
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	08/29/2024	08/29/2024	6.0	TECHNICAL	VISAYAS STATE UNIVERSITY

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

[illegible]

(Continue on separate sheet if necessary)





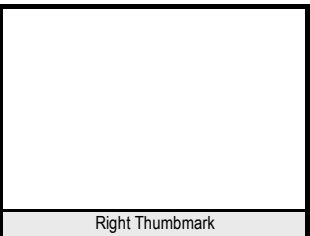

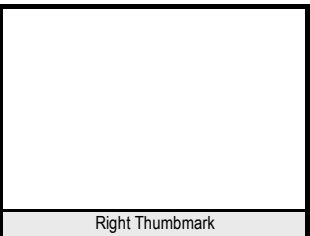

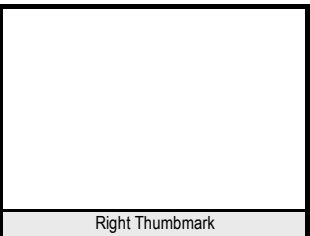



## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	READING		VSU COLLEGE OF EDUCATION - TEACHING INTERNSHIP PROFICIENCY AWARDEE		VSU INTERACT SOCIETY AUDITOR
	DATA ENTRY		N/A		N/A
	WEB RESEARCH		N/A		N/A

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*


(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	JUNE 23, 2024
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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)?	<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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>JAY C. BANSALE</td><td>MACARTHUR, LEYTE</td><td>9489762630</td></tr><tr><td>ELROMER S. TARIPE</td><td>ORMOC CITY, LEYTE</td><td>9927100459</td></tr><tr><td>NICOLE IVY D. MANACPO</td><td>ALBUERA, LEYTE</td><td>9270818504</td></tr></table>		NAME	ADDRESS	TEL. NO.	JAY C. BANSALE	MACARTHUR, LEYTE	9489762630	ELROMER S. TARIPE	ORMOC CITY, LEYTE	9927100459	NICOLE IVY D. MANACPO	ALBUERA, LEYTE	9270818504				
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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 colspan="2">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:</td><td>PRC</td></tr><tr><td>ID/License/Passport No.:</td><td>2156004</td></tr><tr><td>Date/Place of Issuance:</td><td>02/27/2024 - ORMOC CITY, LEYTE</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:	PRC	ID/License/Passport No.:	2156004	Date/Place of Issuance:	02/27/2024 - ORMOC CITY, LEYTE	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">JUNE 23, 2024</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		JUNE 23, 2024		Date Accomplished	
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																	
<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table>				Person Administering Oath													
																	
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