

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 | BITUIN | | |
| FIRST NAME | ALESSANDRA | | NAME EXTENSION (JR., SR) |
| MIDDLE NAME | DE LA ROSA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 05/29/1988 | 16. CITIZENSHIP | FILIPINO |
| 4. PLACE OF BIRTH | BAYBAY CITY, LEYTE | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | FEMALE | | |
| 6. CIVIL STATUS | MARRIED | 17. RESIDENTIAL ADDRESS | N/A House/Block/Lot No N/A Subdivision/Village HINDANG City/Municipality |
| 7. HEIGHT (m) | 1.54 | | ZONE 2 Street SAN VICENTE Barangay LEYTE Province |
| 8. WEIGHT (kg) | 43 kls. | ZIP CODE | 6523 |
| 9. BLOOD TYPE | A+ | 18. PERMANENT ADDRESS | N/A House/Block/Lot No N/A Subdivision/Village HINDANG City/Municipality |
| 10. GSIS ID NO | N/A | | ZONE 2 Street SAN VICENTE Barangay LEYTE Province |
| 11. PAG-IBIG ID NO. | 1212-5276-5236 | ZIP CODE | 6523 |
| 12. PHILHEALTH NO | 13-201283040-1 | | |
| 13. SSS NO. | 34-6666761-5 | 19. TELEPHONE NO | N/A |
| 14. TIN NO. | 701-388-058 | 20. MOBILE NO | 0951-021-8080 |
| 15. AGENCY EMPLOYEE NO | N/A | 21. E-MAIL ADDRESS (if any) | alexrosetar001@gmail.com |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|----------------|------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | BITUIN | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | ALFRED | NAME EXTENSION (JR., SR) N/A | LLOYD ANGELO A. DE LA ROSA | 09/27/2007 |
| MIDDLE NAME | CONTRIDAS | | LYRIC LOUIS D. DELIGERO | 04/30/2012 |
| OCCUPATION | OFFICE STAFF | | ISABELLE D. BITUIN | 11/01/2018 |
| EMPLOYER/BUSINESS NAME | LGU HINDANG | | GABRIELLE D. BITUIN | 02/11/2024 |
| BUSINESS ADDRESS | HINDANG, LEYTE | | ***NOTHING FOLLOWS*** | |
| TELEPHONE NO | N/A | | | |
| 24. FATHER'S SURNAME | DE LA ROSA | | | |
| FIRST NAME | LUIS | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | FLORES | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | ALBESA | | | |
| FIRST NAME | HERMISA | | | |
| MIDDLE NAME | VILLACOTE | | (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 | DOOS ELEMENTARY SCHOOL | ELEMENTARY | 1995 | 2001 | GRADUATED | 2001 | WITH HONORS |
| SECONDARY | CONALUM NATIONAL HIGH SCHOOL | HIGH SCHOOL | 2001 | 2005 | GRADUATED | 2005 | WITH HONORS |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | SAINT MICHAEL COLLEGE | BS HUMAN RESOURCE DEVELOPMENT MANAGEMENT | 2013 | 2016 | GRADUATED | 2016 | NONE |
| | SAINT JOSEPH COLLEGE | AB ENGLISH | 2010 | 2012 | 55 UNITS | N/A | N/A |
| | VISAYAS STATE UNIVERSITY | BS DEVELOPMENT COMMUNICATION | 2005 | 2007 | 45 UNITS | N/A | 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

A.K.

DATE

May 28, 2025

| 27 | CAREER SERVICE/ RA 10860 (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 |
| | CAREER SERVICE ELIGIBILITY- PROFESSIONAL | 88.5 | 02/03/2025 | SAINT JOSEPH COLLEGE (MAASIN, SOUTHERN LEYTE) | N/A | N/A |
| | CAREER SERVICE ELIGIBILITY- SUBPROFESSIONAL | 86.0 | 08/11/2024 | SAINT JOSEPH COLLEGE (MAASIN, SOUTHERN LEYTE) | N/A | N/A |

[illegible]

(Continue on separate sheet if necessary)

| 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 "00.00"/ INCREMENT | STATUS OF APPOINTMENT | GOVT SERVICE (Y/ N) |
|-----|---------------------------------|------------|---|---|-------------------|---|--------------------------|---------------------------|
| | From | To | | | | | | |
| | 09/09/2022 | 6/15/2023 | OFFICE STAFF | LGU HINDANG-BUDGET OFFICE | 6500.00 | N/A | JOB ORDER | Y |
| | 09/11/2021 | 09/12/2021 | ENVIRONMENTAL SAFEGUARD SUPPORT DOCUMENTOR | DEPARTMENT OF AGRARIAN REFORM (SPLIT PROJECT) LEYTE-BILIRAN | 25000.00 | N/A | CONTRACT OF SERVICE | Y |
| | 11/03/2021 | 8/31/2021 | ENVIRONMENTAL SAFEGUARD SUPPORT DOCUMENTOR | DEPARTMENT OF AGRARIAN REFORM (SPLIT PROJECT) SO LEYTE | 25000.00 | N/A | CONTRACT OF SERVICE | Y |
| | 04/06/2019 | 11/03/2021 | OFFICE STAFF | LGU HINDANG-DILG OFFICE | 6000.00 | N/A | JOB ORDER | Y |
| | 5/27/2016 | 30/09/2018 | ADMINISTRATIVE ASSISTANT | OCEANS ACE IMPORT EXPORT CORPORATION | 10000.00 | N/A | REGULAR | N |

[illegible]

(Continue on separate sheet if necessary)

5-28-2025

(Continue on separate sheet if necessary)

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

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

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)?

If YES, give details: **NO**

35. a. Have you ever been found guilty of any administrative offense?
b. Have you been criminally charged before any court?

If YES, give details: **NO**

If YES, give details: **NO**
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?

If YES, give details: **NO**

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?

If YES, give details: **RESIGNATION**

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?

If YES, give details: **NO**

If YES, give details: **NO**

39. Have you acquired the status of an immigrant or permanent resident of another country?

If YES, give details (country): **NO**

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?

If YES, please specify: **NO**

If YES, please specify ID No.: **NO**

If YES, please specify ID No.: **NO**

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME | ADDRESS | TEL. NO. |
|--------------------|------------------------|---------------|
| MA. ELENA T. ALIAS | TABOK HINDANG, LEYTE | 0908-605-4076 |
| MICHEL A. GONZALEZ | SOGOD, SOUTHERN LEYTE | 0968-690-5720 |
| HERA P. YAMSON | TINAGO, INOPACAN LEYTE | 0963-001-2421 |

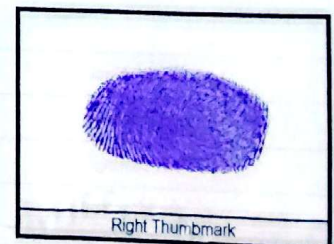
42.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PHILSYS ID**
ID/License/Passport No.: **5946-0962-5027-5169**
Date/Place of Issuance: **09/07/2022 Hindang, Leyte**

AWB.
Signature (Sign inside the box)
5-28-2025
Date Accomplished



SUBSCRIBED AND SWORN to before me this

, affiant exhibiting his/her validly issued government ID as indicated above.

02 JUN 2025

ATTY. GOLBY JANE A. PUSA
PUBLIC ATTORNEY I
Person Administering Oath
PUNTA RAYA RD. 9406