

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	NAVERA		
FIRST NAME	JODEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MOLERO		
3. DATE OF BIRTH (mm/dd/yyyy)	01-Feb-97	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> by naturalization <input type="checkbox"/> Dual Citizenship Pls. indicate country: <input type="checkbox"/> <input type="checkbox"/>
4. PLACE OF BIRTH	ALBUERA LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated Other/s: <input type="checkbox"/>	17. RESIDENTIAL ADDRESS	SITIO WANGAG House/Block/Lot No. _____ Street _____ DAMULA-AN Subdivision/Village _____ Barangay _____ ALBUERA LEYTE City/Municipality _____ Province _____
7. HEIGHT (m)	1.57M	ZIP CODE	
8. WEIGHT (kg)	60KG		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-9090-7047	18. PERMANENT ADDRESS	6542 House/Block/Lot No. _____ Street _____ DAMULA-AN Subdivision/Village _____ Barangay _____ ALBUERA LEYTE City/Municipality _____ Province _____
12. PHILHEALTH NO.	01-2555-48-126-6	ZIP CODE	
13. SSS NO.	35-1327994-3		
14. TIN NO.	500-000-315-0000		
15. AGENCY EMPLOYEE NO.	101914390	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09123550959 / 09659480751
		21. E-MAIL ADDRESS (if any)	naverajodel@gmail.com

II. FAMILY BACKGROUND

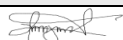
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	NAVERA			
FIRST NAME	MARLON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MOLLASCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MOLERO			
FIRST NAME	ANITA			
MIDDLE NAME	AMANCIO		(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	ALBUERA SOUTH CENTRAL SCHOOL	PRIMARY	2003	2009		2009	N/A
SECONDARY	DAMULA-AN NATIONAL HIGH SCHOOL	SECONDARY	2009	2013		2013	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR IN SECONDARY EDUCATION MAJOR IN FILIPINO	2017	2021		2021	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE



DATE

20-Aug-23

IV. CIVIL SERVICE ELIGIBILITY


[illegible]

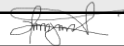
(Continue on separate sheet if necessary)


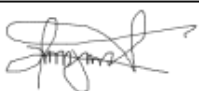
V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	20-Aug-23
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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					
(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	INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	LPLDGN1157GL – Diversity – Equity and Inclusion (Agent)	03/10/2023	03/10/2023	2	TRAINING & WORKSHOP	CONCENTRIX CVG, PHILIPPINES
	LPLDGN1157GL – Diversity – Equity and Inclusion (Non-Agent)	03/10/2023	03/10/2023	2	TRAINING & WORKSHOP	CONCENTRIX CVG, PHILIPPINES
	PDGN1439GLEN – Trainer Certification – Evolve: Making the Transition	12/29/2022	12/29/2023	14	TRAINING & WORKSHOP	CONCENTRIX CVG, PHILIPPINES
	CCSP22102402EN – Annual Information Security and Data Privacy Education	12/28/2022	12/28/2022	1	TRAINING & WORKSHOP	CONCENTRIX CVG, PHILIPPINES
	ITGN3204GLEN – Outlook 2016 Basic	12/02/2022	12/02/2022	3	TECHNICAL	CONCENTRIX CVG, PHILIPPINES
	ITGN3210GLEN – PowerPoint 2016 Basic	12/01/2022	12/01/2022	2	TECHNICAL	CONCENTRIX CVG, PHILIPPINES
	ITGN3201GLEN – Excel 2016 Basic	12/01/2022	12/01/2022	5	TECHNICAL	CONCENTRIX CVG, PHILIPPINES
	ITGN3207GLEN – Word 2016 Basic	12/01/2022	12/01/2022	3	TECHNICAL	CONCENTRIX CVG, PHILIPPINES
	Panukiduki ng Wikang Sebwano: Tertulyang Pangwika 2022 ng Nagkahiusang mga Sentro ng Wika at Kultura ng Cebu Normal University, Univesity of San Carlos, at Cebu Technological University	08/25/2022	08/27/2022	9	WEBINAR	Cebu Normal University, Univesity of San Carlos, and Cebu Technological University
	Lagsik-Wika: Serye ng Webinar	10/27/2021	10/27/2021	2	WEBINAR	KOMISYON SA WIKANG FILIPINO
	PAFTE Region VIII Annual Student Teachers Convention	03/27/2021	03/27/2022	8	CONVENTION	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS Region 8
	Nature of Computer Literacy and Internet Essentials	12/01/2020	13/01/2020	3	WEBINAR	DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY
	Digital Detox: Cleansing from Social Media	12/17/2020	12/17/2021	2	WEBINAR	DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY
	Low Bandwidth Teaching: Making Distance Learning More Inclusive	12/16/2020	12/16/2021	2	WEBINAR	DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY
	VSU Faculty, Staff and Student Leaders Summit	03/01/2020	03/03/2020	20	LEADERSHIP SUMMIT	VISAYAS STATE UNIVERSITY
	3rd PACSA International Conference, 40th Annual National Convention and Training Workshop for Campus Advisers, and Annual Convention for Student Leaders	11/25/2019	11/28/2019	32	NATIONAL CONVENTION	PHILIPPINE ASSOCIATION OF CAMPUS STUDENT ADVISERS, INC
	Visayas State University Student Leadership Congress '19	07/18/2019	07/21/2019	32	LEADERSHIP SUMMIT	VISAYAS STATE UNIVERSITY SUPREME STUDENT COUNCIL
	Visayas State University Student Leadership Congress '18	07/18/2018	07/22/2020	40	LEADERSHIP SUMMIT	VISAYAS STATE UNIVERSITY SUPREME STUDENT COUNCIL
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION			33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
		PAFTE REGION VIII STUDENT ANNUAL CONVENTION - RESOURCE SPEAKER				VSU COLLEGE OF EDUCATION SUPREME STUDENT COUNCIL - PRESIDENT S.Y. 2019-2020
		SPECIAL SERVICE AWARD				VSU COLLEGE OF EDUCATION SUPREME STUDENT COUNCIL - PUBLIC INFORMATION OFFICER S.Y. 2019-2020
						UNIVERSITY SUPREME STUDENT COUNCIL - BOARD MEMBER S.Y. 2019-2020
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		20/08/2023

<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>YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>YES <input checked="" type="radio"/> NO <input type="radio"/></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>YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If YES, give details: _____</p> <p>YES <input checked="" type="radio"/> NO <input type="radio"/></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>YES <input checked="" type="radio"/> NO <input type="radio"/></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>YES <input checked="" type="radio"/> NO <input type="radio"/></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="radio"/> NO <input type="radio"/></p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="radio"/> NO <input type="radio"/></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>YES <input checked="" type="radio"/> NO <input type="radio"/></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>YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If YES, please specify: _____</p> <p>YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If YES, please specify ID No: _____</p> <p>YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> <input type="checkbox"/></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>JAIME CAYANONG</td> <td>PANGASUGAN, BAYBAY CITY</td> <td>0905-884-8695</td> </tr> <tr> <td>WILLIAM ENERO</td> <td>DAMULA-AN, ALBUERA</td> <td>09925239791</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JAIME CAYANONG	PANGASUGAN, BAYBAY CITY	0905-884-8695	WILLIAM ENERO	DAMULA-AN, ALBUERA	09925239791				<p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> <p>PHOTO</p> 
NAME	ADDRESS	TEL. NO.												
JAIME CAYANONG	PANGASUGAN, BAYBAY CITY	0905-884-8695												
WILLIAM ENERO	DAMULA-AN, ALBUERA	09925239791												
<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>Right Thumb Mark</p>												
<p>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>Government issued ID: PRC</p> <p>ID/License/Passport No.: 21-4898568</p> <p>Date/Place of Issuance: PRC MANDAUE CITY CEBU</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div> <p>Signature (Sign inside the box)</p> <p>20-Aug-23</p> <p>Date Accomplished</p>		<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p>Person Administering Oath</p>												