

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 | VELARDE | | |
| FIRST NAME | JOSHUA | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | GERUNDIO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/09/1999 | 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 | ORMOC CITY | 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"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | | |
| 7. HEIGHT (m) | 5'7" | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street |
| 8. WEIGHT (kg) | 85 | | Subdivision/Village Barangay |
| 9. BLOOD TYPE | "B+" | | City/Municipality Province |
| 10. GSIS ID NO. | - | | ZIP CODE |
| 11. PAG-IBIG ID NO. | 1212-8750-7968 | 18. PERMANENT ADDRESS | Purok 2 |
| 12. PHILHEALTH NO. | 13-250786699-2 | | House/Block/Lot No. Street |
| 13. SSS NO. | - | | Subdivision/Village Barangay |
| 14. TIN NO. | 626-821-933-00000 | | City/Municipality Province |
| 15. AGENCY EMPLOYEE NO. | - | 21. E-MAIL ADDRESS (if any) | joshawesome214@gmail.com |
| | | 19. TELEPHONE NO. | - |
| | | 20. MOBILE NO. | 09518030339 |

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) | VELARDE, JOSIE LOU G. | 19/10/1996 |
| MIDDLE NAME | - | | | |
| OCCUPATION | - | | | |
| EMPLOYER/BUSINESS NAME | - | | | |
| BUSINESS ADDRESS | - | | | |
| TELEPHONE NO. | - | | | |
| 24. FATHER'S SURNAME | VELARDE | | | |
| FIRST NAME | DOMINGO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | LAHOY | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | GERUNDIO | | | |
| FIRST NAME | JOSELITA | | | |
| MIDDLE NAME | MAHAYAG | | (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 | LICUMA ELEMENTARY SCHOOL | BASIC EDUCATION | 01/08/2006 | 17/08/2012 | GRADUATED | 2012 | 3RD HONOR |
| SECONDARY | LILLOAN NATIONAL HIGH SCHOOL | JUNIOR HIGH SCHOOL | 01/08/2012 | 25/07/2016 | GRADUATED | 2016 | WITH HONORS |
| SENIOR HIGH SCHOOL | ORMOC CITY SENIOR HIGH SCHOOL | SCIENCE, TECHNOLOGY ENGINEERING AND MATHEMATICS (STEM)- SHS | 01/08/2016 | 15/07/2018 | GRADUATED | 2018 | WITH HONORS |
| COLLEGE | VISAYAS STATE UNIVERSITY-MAIN CAMPUS | BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS | 01/08/2018 | 12/08/2022 | GRADUATED | 2022 | - |
| GRADUATE STUDIES | PALOMPON INSTITUTE OF TECHNOLOGY | MASTER OF ARTS IN EDUCATION MAJOR IN MATHEMATICS | 08/22/2023 | PRESENT | ONGOING | ONGOING | ONGOING |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--|------|--|
| SIGNATURE | | DATE | |
|-----------|--|------|--|

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 | 77.8 | 19/03/2023 | RIZAL NATIONAL HIGH SCHOOL, TACLOBAN CITY | 2060598 | 27/06/2023 |
| | DRIVERS LICENSE | 86.7 | 08/11/2022 | LTO OFFICE ORMOC CITY BRANCH | H03-22-302656 | 08/11/2022 |
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(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.

[illegible]

(Continue on separate sheet if necessary)

| | | | |
|------------------|--|-------------|--|
| SIGNATURE | | DATE | |
|------------------|--|-------------|--|

| 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 | | | |
| | RED CROSS VOLUNTEER | 15/09/2021 | LATEST | - | BRGY. LICUMA RED CROSS PRESIDENT | |
| | LEADING ACTIVE YOUTH ADVOCATE | 01/08/2016 | 31/08/2018 | - | YOUTH ADVOCATE | |
| | SAVE THE CHILDREN (YOUTH ADVOCATE) | 01/02/2014 | 15/11/2015 | - | YOUTH ADVOCATE | |
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| (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 | | | |
| | EdpuzSEL: Integrating Social-Emotional with Video Based Learning | 17/06/2023 | 17/06/2023 | 2.0 | Technical | EdTeach Teacher Training Center |
| | Crafting of Table of Specifications and Test Questions with Artificial Intelligence Through Classpoint | 11/06/2023 | 11/06/2023 | 2.0 | Technical | EdTeach Teacher Training Center |
| | Teacher Ranking Tips: Aim High in the New Guidelines | 05/21/2023 | 05/21/2023 | 2.0 | Technical | EdTeach Teacher Training Center |
| | EdTech Tools on Graphics and Presentation Design for Educators | 06/24/2023 | 06/24/2023 | 3.0 | Technical | EdTeach Teacher Training Center |
| | Session 1: Design Fusion: Amplify Your Creativity with Canva and Rasterbator | | | | | EdTeach Teacher Training Center |
| | Session 2: Mastering Curipod: Unlocking the Power of AI Presentation for Engaging and Effective Lessons | | | | | EdTeach Teacher Training Center |
| | Empowering Education: Unveiling The Philippine Professional Standard for Teachers | 06/25/2023 | 06/25/2023 | 3.0 | Technical | EdTeach Teacher Training Center |
| | Data Privacy and Cyber Security in Education | 08/02/2023 | 08/02/2023 | 2.0 | Technical | EdTeach Teacher Training Center |
| | Digital Citizenship | 07/14/2023 | 07/15/2023 | 6.0 | Technical | Rex Education |
| | Test Construction for Critical Thinking | 08/26/2023 | 08/26/2023 | 2.0 | Technical | PAFTE |
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| (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) | | |
| | Adobe Photoshop Literate | - | | RED CROSS ORMOC | | |
| | SPSS Software Literate | | | LEADING ACTIVE YOUTH ADVOCATE | | |
| | Computations in basic & advanced Mathematics | | | | | |
| | Excellent Communication Skills | | | | | |
| | Strong Work Ethics | | | | | |
| | Major Leadership Acts | | | | | |
| | Collaboration | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | | | | DATE | | |

| <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: center;">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 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>BAYRON S. BARREDO</td> <td>COLLEGE OF EDUCATION, DEAN</td> <td></td> </tr> <tr> <td>EUSEBIO R. LINA JR.</td> <td>DEPARTMENT OF MATHEMATICS, DEAN</td> <td></td> </tr> <tr> <td>RAYMUND IGCASAMA</td> <td>DEPARTMENT OF MATHEMATICS, TEACHER</td> <td></td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | BAYRON S. BARREDO | COLLEGE OF EDUCATION, DEAN | | EUSEBIO R. LINA JR. | DEPARTMENT OF MATHEMATICS, DEAN | | RAYMUND IGCASAMA | DEPARTMENT OF MATHEMATICS, TEACHER | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| BAYRON S. BARREDO | COLLEGE OF EDUCATION, DEAN | | | | | | | | | | | | |
| EUSEBIO R. LINA JR. | DEPARTMENT OF MATHEMATICS, DEAN | | | | | | | | | | | | |
| RAYMUND IGCASAMA | DEPARTMENT OF MATHEMATICS, TEACHER | | | | | | | | | | | | |
| <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 style="padding: 2px;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: PROFESSIONAL IDENTIFICATION CARD</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 2060598</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: PRC- ORMOC BRANCH</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: PROFESSIONAL IDENTIFICATION CARD | ID/License/Passport No.: 2060598 | Date/Place of Issuance: PRC- ORMOC BRANCH | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 40px; vertical-align: bottom; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="height: 40px; vertical-align: bottom; padding: 2px;">Date Accomplished</td> </tr> </table> | Signature (Sign inside the box) | Date Accomplished | <div style="text-align: center;">  <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 5px;">Right Thumbmark</div> | | | | |
| Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | | | | | | | | | | | |
| PLEASE INDICATE ID Number and Date of Issuance | | | | | | | | | | | | | |
| Government Issued ID: PROFESSIONAL IDENTIFICATION CARD | | | | | | | | | | | | | |
| ID/License/Passport No.: 2060598 | | | | | | | | | | | | | |
| Date/Place of Issuance: PRC- ORMOC BRANCH | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | |
| 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: 250px; height: 60px; margin: 10px auto;"></div> <div style="text-align: center; margin-top: 5px;">Person Administering Oath</div> | | | | | | | | | | | | | |