

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	URDANETA			
FIRST NAME	CHERRY MAE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BALAGOSA			
3. DATE OF BIRTH (mm/dd/yyyy)	11/21/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.		
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:			
7. HEIGHT (m)	1.6 m	17. RESIDENTIAL ADDRESS	200 B. RAMON MAGSAYSAY AVENUE House/Block/Lot No. Street ZONE 16 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521	
8. WEIGHT (kg)	63 kg		ZIP CODE	
9. BLOOD TYPE	N/A		18. PERMANENT ADDRESS	200 B. RAMON MAGSAYSAY AVENUE House/Block/Lot No. Street ZONE 16 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
10. GSIS ID NO.	N/A			ZIP CODE
11. PAG-IBIG ID NO.	1213-1841-5203			
12. PHILHEALTH NO.	18-250803060-7			
13. SSS NO.	06-4571422-7	19. TELEPHONE NO.	N/A	
14. TIN NO.	634-380-291	20. MOBILE NO.	09700231563	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	cherrymaeurdaneta@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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	URDANETA		N/A	N/A
FIRST NAME	DONALD	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	ESTARDO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BALAGOSA		N/A	N/A
FIRST NAME	LESLY		N/A	N/A
MIDDLE NAME	OREJUELA		(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	BAYBAY II SOUTH CENTRAL SCHOOL	ELEMENTARY	2006	2012	GRADUATED	2012	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL	2012	2016	GRADUATED	2018	N/A
	BAYBAY CITY SENIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	2016	2018	GRADUATED	2018	N/A
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE	2018	2022	GRADUATED	2022	TERTIARY EDUCATION SUBSIDY (TES)
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE, INCORPORATED	MASTER OF ARTS IN EDUCATION MAJOR IN NATURAL SCIENCE	2023	ONGOING	27 UNITS	ONGOING	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/12/2025
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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		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	(mm/dd/yyyy)				
	From	To			
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
(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		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	(mm/dd/yyyy)				
	From	To			
PILGRIMS AND AGENTS OF HOPE: EMBRACING SYNODALITY	11/13/2024	11/15/2024	24 HRS		CATHOLIC EDUCATIONAL ASSOCIATION OF THE PHILIPPINES (CEAP)
IN-SERVICE TRAINING FOR SENIOR HIGH SCHOOL TEACHERS	2/8/2024	4/8/2024	24 HRS		PRIVATE EDUCATION ASSISTANCE COMMITTEE (PEAC)
EMBRACING ARTIFICIAL INTELLIGENCE IN RESEARCH AND GRADUATE STUDIES	6/5/2024	6/5/2024	5 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
BE ENGAGED AND BE COUNTED	02/22/2024	02/22/2024	5 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
WRITING EDUCATIONAL RESEARCH USING QUALITATIVE AND QUANTITATIVE DESIGNS	01/26/2024	01/27/2024	16 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
BUILDING ESSENTIAL R'S (RESPECT, RELATIONSHIPS, RESPONSIBILITY, RELEVANCE) FOR TEACHER'S COMMITMENT	09/28/2023	09/28/2023	5 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
UTILIZATION FOR TEST RESULTS	8/26/2023	8/26/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
TEST CONSTRUCTION FOR CRITICAL THINKING	8/26/2023	8/26/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN DEPED	8/19/2023	8/19/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
HANDLING STUDENTS WITH SPECIAL NEEDS	08/17/2023	08/17/2023	5 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
INTEGRATING VALUES WITH SUBJECT MATTER	12/8/2023	12/8/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
WRITING HIGH IMPACT LEARNING PLANS	8/12/2023	12/8/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
MANAGING ONES ANXIETY IN THE TEACHING PROFESSION	8/05/2023	8/05/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
CLASS ADVISERS AS PARA-COUNSELORS	8/05/2023	8/05/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
TEACHING AS PROFESSION, MISSION AND VOCATION	7/29/2023	7/29/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
CREATING AND DESIGNING LEARNING RESOURCE MATERIALS	7/29/2023	7/29/2023	2 HRS		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
CHILD PROTECTION POLICY ORIENTATION, BULLYING PREVENTION AND STRATEGIES IN COMMUNICATING EFFECTIVELY TO PARENTS	07/26/2023	07/26/2023	5 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
RACE AGAINST SUICIDE	07/24/2023	07/24/2023	5 HRS		FRANSISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED
2ND USC-VSU BIOPHYSICS SYMPOSIUM	7/7/2023	7/7/2023	8 HRS		VISAYAS STATE UNIVERSITY
(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)	
PHOTO EDITING	FIRST PLACER (COACH) IN BILLIARDS (SG) 2024			PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)	
CROCHETING	GRADE 7,9, & 10 SCIENTIFIC RESEARC PAPER PANELIST 2024				
	NATIONAL ACHIEVEMENT TEST FOR GRADE 12 ROOM EXAMINER 2024				
	SCIENCE INVENTION CONTEST BOARD OF JUDGES 2024				
	SCIENCE INVENTION CONTEST BOARD OF JUDGES 2023				
(Continue on separate sheet if necessary)					
SIGNATURE		DATE		06/12/2025	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>Date Filed: _____</div> <div>Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
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>TRACIE R. PUNA</td><td>BAYBAY CITY, LEYTE</td><td>09510402806 / 09755322150</td></tr><tr><td>KATHERINE S. POLINAR</td><td>BRGY. PUNTA, BAYBAY CITY, LEYTE</td><td>9614357772</td></tr><tr><td>MICHELLE P. WENCESLAO</td><td>BRGY. MAYPATAG, BAYBAY CITY, LEYTE</td><td>9264049844</td></tr></table>		NAME	ADDRESS	TEL. NO.	TRACIE R. PUNA	BAYBAY CITY, LEYTE	09510402806 / 09755322150	KATHERINE S. POLINAR	BRGY. PUNTA, BAYBAY CITY, LEYTE	9614357772	MICHELLE P. WENCESLAO	BRGY. MAYPATAG, BAYBAY CITY, LEYTE	9264049844
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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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Drivers License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <table><tr><td>Government Issued ID:</td><td>PRC ID</td></tr><tr><td>ID/License/Passport No.:</td><td>2061883</td></tr><tr><td>Date/Place of Issuance:</td><td>11/21/2026 / ORMOC CITY</td></tr></table>	Government Issued ID:	PRC ID	ID/License/Passport No.:	2061883	Date/Place of Issuance:	11/21/2026 / ORMOC CITY	<table><tr><td><div>Signature (Sign inside the box)</div><div>06/12/2025</div><div>Date Accomplished</div></td><td><div>PHOTO</div><div>Right Thumbmark</div></td></tr></table>	<div>Signature (Sign inside the box)</div> <div>06/12/2025</div> <div>Date Accomplished</div>	<div>PHOTO</div> <div>Right Thumbmark</div>				
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>Person Administering Oath</div>													