

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	ENCINA		
FIRST NAME	MA. GAYLE		NAME EXTENSION (JR., SR)
MIDDLE NAME	PANZO		
3. DATE OF BIRTH (mm/dd/yyyy)	SEPTEMBER 12, 1996	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	TACLOBAN CITY	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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street CATMON Subdivision/Village Barangay TANAUAN LEYTE City/Municipality Province
7. HEIGHT (m)	147	ZIP CODE	6502
8. WEIGHT (kg)	45		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street CATMON Subdivision/Village Barangay TANAUAN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6502
11. PAG-IBIG ID NO.	1212-4217-0227		
12. PHILHEALTH NO.	13-252010944-0		
13. SSS NO.	06-4233418-9	19. TELEPHONE NO.	N/A
14. TIN NO.	356-909-235	20. MOBILE NO.	09959671859
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	gayleencina96@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	ENCINA			
FIRST NAME	EDWIN	SR		
MIDDLE NAME	ALAMBRA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PANZO			
FIRST NAME	MERLINDA			
MIDDLE NAME	BASAS		(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	CATMON ELEMENTARY SCHOOL	GRADUATED	2003	2009		2009	VALEDICTORIAN
SECONDARY	TOLOSA NATIONAL HIGH SCHOOL	GRADUATED	2009	2013		2013	ACHIEVER
VOCATIONAL /	STI COLLEGE- ORMOC	NCII COOKERY	11/26/2019	1/31/2020		2020	NONE
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR VOF LIBRARY AND INFORMATION SCIENCE	2013	2018		2018	NONE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 19, 2023
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	January 19, 2023
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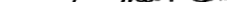
[illegible]

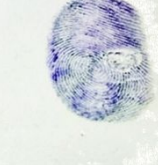
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
1ST ASEAN VIRTUAL REGIONAL CONFERENCE OF PUBLIC LIBRARIANS (1ST ASEAN VRCPL) WITH THE THEME " LIBRARIES , ARTS AND CULTURE: INSPIRE INOVATE , AND COLLABORATE	SEPT. 6,2021	SEPT.6, 2021			NATIONAL LIBRARY OF THE PHILIPPINES (NLP)
ONLINE LIBRARY HELP : BEST PRACTICES IN DIGITAL REFERENCE SERVICE	SPT.18, 2020	SEPT.18, 2020			PHILIPPINE LIBRARIANS ASSOCIATION INC.NEGROS ISLAND REGION LIBRARIANS COUNCIL
DISTRESS OR DE-STRESS? A TALK NON HOW TO TAKE CARE OF ONESELF DURING TOUGH TIMES	OCT. 10, 2020	OCT. 10, 2020			QUEZON CITY PUBLIC LIBRARY READERS' SERVICES DIVISION IN PARTNERSHIP WITH REGALO TOUCHING LIVES
SURVIVE AND THRIVE : REINVENTING LIBRARY SERVICE DURING PANDEMIC	JULY 24,2020	JULY 24, 2020			PHILIPPINE LIBRARIANS ASSOCIATION INC.SOUTHERN TAGALOG REGION LIBRARIANS COUNCIL
VIRTUAL SUMMIT SERIES WEBINAR ON MEASURING SERVICES QUALITY IN LIBRARIES	JULY 18, 2020	JULY 18, 2020			MAP SYSTEMS
LIBRARIES AS CATALYST IN THE NEW NORMAL ENVIRONMENT : CHANGES., REFORMS. TRANSFORMATIONS	NOV. 24, 2020	NOV.27, 2020			PHILIPPINE LIBRARIANS ASSOCIATION INC. (PLAI)
LIBRARIES AND PANDEMIC : PERSONAL AND INSTITUTIONAL PREPAREDNESS OF LIBRARIES AND LIBRARIANS IN WESTERN VISYAS	AUG.20, 2020	AUG. 20, 2020			PHILIPPINE LIBRARIANS ASSOCIATION INC. (PLAI) WESTERN VISAYAS REGION LIBRARIANS COUNCIL
3RD EASTERN VISAYAS LIBRARIANS SUMMIT 2019	AUG. 28, 2020	AUG. 30, 2020			PALOMPON INSTITUTE TECHNOLOGY
PLAI CONGRESS 2021 AND GENERAL ASSEMBLY "OUTCOMES. OUTREACH.OUTSTANDING	Nov.23, 2021	Nov. 26,2021			PHILIPPINE LIBRARIANS ASSOCIATION (PLAI)
FACULTY AND LIBRARIANS COLLABORATION: WHY IT MATTERS	SEPT. 4, 2020	SEPT. 4, 2020			UNIVERSITY OF RIZAL SYSTEM AND REGALO TOUCHING LIVES
LIBRARIES EMBRACING THE NEW NORMAL: VIEWS AND EXPERIENCES	NOV. 23, 2020	NOV. 23, 2020			UNIVERSITY OF SAN CARLOS (USC)
DESIGN THINKING FOR LIBRARIANS	SEPT. 28, 2020	SEPT. 28, 2020			ASSOCIATION OF SPECILA LIBRARIES OFV THE PHILIPPINES (ASLP)
LIBLIFE: TRANSFORM AND THRIVE DURING PANDEMIC	JUNE 29,2020	JUNE 29,2020			CE-LOGIC, INC
LIBRARIES BUILDING ROADS : READERS, OPPUTUNITIES, ADVOCACIES, DEVELOPMENT, SUSTAINABILITY	NOV. 10, 2021	NOV. 10, 2021			DEPARTMENT OF SCIENCE AND TECHNOLOGY SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)
ASEAN LIBRARIES, ARTS AND CULTURE: INSPIRE, INNOVATE AND COLLABORATE	AUG., 23, 2021	AUG. 25,2021			NATIONAL LIBRARY OF THE PHILIPPINES (NLP)
TRANSITION TO TRANSFORMATION: MAPPING THE CHANGINGRESEARCH, INFORMTAION AND EDUCATION LANDSCAPE	MAY 26, 2022	MAY 27, 2022			CE-LOGIC, INC
TRANSITION TO TRANSFORMATION: MAPPING THE CHANGINGRESEARCH, INFORMTAION AND EDUCATION LANDSCAPE	MAY 26, 2022	MAY 27, 2022			CE-LOGIC, INC
TRENDS IN THE LIBRARY AND INFORMATION CENTRES IN THE NEW NORMAL ENVIRONMENT: A WEBINAR SERIES 2	AUGUST 11, 2022				PRC AACCCREDITATION NUMBER AS PROVIDER (PCPD TRAINING CENTER
TRENDS IN THE LIBRARY AND INFORMATION CENTRES IN THE NEW NORMAL ENVIRONMENT: A WEBINAR SERIES 2	AUGUST 11, 2022				LIBRARIANS ASSOCIATION OF LIBRARIANS PROVINCE-LUCENA, INC.
EMERGING LIBRARY SERVICES IN THE TIME OF PANDEMIC	APRIL 5, 2021				DEPARTMENT OF EDUCATION NATIONAL CAPITAL REGION

VIII. OTHER INFORMATION

III. OTHER INFORMATION		
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
CATALOGING	N/A	PHILIPPINE LIBRARIANS ASSOCIATION INC. (PLAI) REGION 8
CLASSIFYING		EASTERN VISAYAS REGION COUNCIL (PLAI-EVRLC)

SIGNATURE		DATE	January 19, 2023
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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)?		<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: Date Filed: _____ 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 items: 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)		
NAME		ADDRESS
MRS. YOLANDA C. CABO		TACLOBAN CITY
MRS. MONETTE A. FOROSUELO		TACLOBAN CITY
MS. ANGELICA C. RONCALES		TACLOBAN CITY
TEL. NO.		
9264334489		
9452308193		
9051021078		
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.		
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.: 0010006 Date/Place of Issuance: TACLOBAN CITY		<div><div>Ma. Jovina</div><div>Signature (Sign inside the box)</div><div>January 19, 2023</div><div>Date Accomplished</div></div> <div><div></div><div>Right Thumbmark</div></div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>Person Administering Oath</div>		