PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	MODINA		
FIRST NAME	ALIEN		NAME EXTENSION (JR., SR)
MIDDLE NAME	DACULA		

3. DATE OF BIRTH (mm/dd/yyyy)	11/19/1998	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship,	Pls. indicate country:
5. SEX	MALE	please indicate the details.	

6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS		ZONE 1
			House/Block/Lot No.	Street
				PANGASUGAN
			Subdivision/Village	Barangay
7. HEIGHT (m)	1.52		BAYBAY CITY	LEYTE
			City/Municipality	Province
8. WEIGHT (kg)	64	ZIP CODE	6521	
9. BLOOD TYPE	O-	18. PERMANENT ADDRESS		ZONE 1
			House/Block/Lot No.	Street
10. GSIS ID NO.	NONE			PANGASUGAN
			Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	NONE		BAYBAY CITY	LEYTE
			City/Municipality	Province
12. PHILHEALTH NO.	0125-5323-2889	ZIP CODE	6521	
13. SSS NO.	35-0735841-4	19. TELEPHONE NO.	NONE	
14. TIN NO.	739-033-442-000	20. MOBILE NO.	09614359013	
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	lenmodina88@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MODINA			
FIRST NAME	ALAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FERNANDEZ			
25. MOTHER'S MAIDEN NAME	MARITES DORADO DACULA			
SURNAME	MODINA			
FIRST NAME	MARITES			
MIDDLE NAME	DACULA		*(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	PANGASUGAN ELEMENTARY SCHOOL		2005	2011		2011	Second Honorable Mention
SECONDARY	BUNGA NATIONAL HIGH SCHOOL		2011	2015		2015	Broadcaster of the year
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCEIN HOTEL, RESTAURANT AND TOURISM	2015	2020		2020	
GRADUATE STUDIES							

(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

(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.

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)&	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						

(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) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK

(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 (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Manageri al/	CONDUCTED/ SPONSORED BY (Write in full)
Business Investment Ideas and Financial Opportunities	8/25/2020	8/26/2020	26.0		Department of Trade and Industry Baybay City, Leyte
Training on Disaster Risk Reduction	6/13/2019	6/15/2019	26		National Grid Corporation of the Philippines, Baybay City, Leyte
Training on Technial Support Staff for National Election	5/1/2019	5/31/2019	168		Commission on Elections Baybay City, Leyte

(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)
Cooking		Society of Hospitality and Tourism Students
Reading Books		Christian Brotherhood International
Event Organizing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

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 apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?		If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?		If YES, give details:
b. Have you been criminally charged before any court?		If YES, give details: 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:
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:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?		If YES, give details:
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:
39. Have you acquired the status of an immigrant or permanent resident of another country?		If YES, give details (country):
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: If YES, please specify ID No: If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
SYRENE P. NAYRE (VSU INSTRUCTOR)	Brgy. Cogon, Baybay City, Leyte	9554932026
APRIL GAYLE CALUNANGAN (VSU INSTRUCTOR)	Brgy. Guadalupe, Baybay City, Leyte	9175339495
ALEXANDER L. CABRAL (VSU INSTRUCTOR	Brgy, Maganhan, Baybay City, Leyte	9271386965

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.

PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE		
Government Issued ID: **TIN**		
ID/License/Passport No.: **739-033-442-000**	Signature (Sign inside the box)	
Date/Place of Issuance: **ORMOC CITY**	Date Accomplished	Right Thumbmark

UBSCRIBED AND SWORN to before me this   , affiant exhibiting his/her validly issued government ID as indicated above

Person Administering Oath

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