

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.

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	SINAHON		
FIRST NAME	JOEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	NUEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	26/01/1994	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	CALAMBA, LAGUNA	If holder of dual citizenship, please indicate the details.	Philippines
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:	17. RESIDENTIAL ADDRESS	N/A H.CABIG House/Block/Lot No. Street N/A BANGCAS B Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province ZIP CODE 6608
7. HEIGHT (m)	1.7	18. PERMANENT ADDRESS	N/A H.CABIG House/Block/Lot No. Street N/A BANGCAS B Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province ZIP CODE 6608
8. WEIGHT (kg)	59	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O+	20. MOBILE NO.	09761076499
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	insinahon@gmail.com
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	01-026401015-8		
13. SSS NO.	34-8075752-7		
14. TIN NO.	501-040-523		
15. AGENCY EMPLOYEE NO.	247		

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	STEVE KYLER M. SINAHON	06/23/2022
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	SINAHON		
FIRST NAME	JOY		
MIDDLE NAME	DALAGUAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	NUEZ		
FIRST NAME	YOLITA		
MIDDLE NAME	BONCALES		

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	PONDOL SEVENTH-DAY ADVENTIST MULTIGRADE SCHOOL	ELEMENTARY	2000	2006	GRADUATED	2006	NONE
SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	GRADUATED	2010	NONE
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SOUTHERN LEYTE STATE UNIVERSITY - HINUNANGAN CAMPUS	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2010	2018	GRADUATED	2018	NONE
GRADUATE STUDIES	NONE	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	01/06/2025
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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
	CSC SUBPROFESSIONAL	86.9	08/11/2024	MAASIN CITY		N/A
	DRIVERS LICENSE	N/A	10/07/2016	LAS PIÑAS	N26-16-026716	01/26/2026

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	01/06/2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS.

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
DESIGNING/LAYOUTING	NONE	NONE
PHOTO AND VIDEO EDITING		
WEB SURFING		
COOKING		
DRIVING		
JOGGING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/06/2025
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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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35 a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ NO

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? ☐ YES ☒ NO

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? ☐ YES ☒ NO

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)? ☐ YES ☒ NO

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? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
FEBIE D. PAUG (febiepaug@gmail.com)	PONDOL, HINUNANGAN, SOUTHERN LEYTE	09959730152
ROXAN D. PILLE-PLANA (rdpille@up.edu.ph)	AMBACON, HINUNANGAN, SOUTHERN LEYTE	09533191021
ARIEL R. QUINTANA (arielquintana1997@gmail.com)	PONDOL, HINUNANGAN, SOUTHERN LEYTE	09763284061



PHOTO

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: TIN

ID/License/Passport No.: 501-040-523

Date/Place of Issuance: 10/25/2016, PARANAQUE CITY

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

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

ESTERLITA D. CUPAT-DEMIAO
Notary Public

ATTY'S ROLL NO. 51175, 5/5/2005

IBP NO. 497453/1/3/2025/MD2025

PTR NO. 0578903/1/3/2025/HINUNANGAN

Commission expires on Dec. 31, 2025

Address: Poblacion, Hinunangan, Southern Leyte

Doc No. 33192

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Book No. 2025

Series or: 2025

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- **Position:** Office Assistant
- **Name of Office/Unit:** Supply Office
- **Immediate Supervisor:** Febie D. Paug
- **Name of Agency/Organization and Location:** Southern Leyte State University – Hinunangan Campus, Ambacon, Hinunangan, Southern Leyte

➤ **List of Accomplishments and Contributions** (if any)

- ✚ Conducted physical inventory of properties.
- ✚ Locates stock and delivers requested items to authorized departments, together with its label and property tag.
- ✚ Ensures proper care and in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

➤ **Summary of Actual Duties**

- ✚ Assist and maintain supply inventories and notifies supervisor as to replacement needs.
- ✚ Receives and stores supplies in supply office/room/storage. Reviews incoming purchase orders, quantities requested, and authorize approvals, inspects and verifies supplies received against invoice and packaging slip and initiates requests for vendor corrections.
- ✚ Performs other related functions.


(Signature over Printed Name
of Employee/Applicant)

Date: January 15, 2015

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.


- **Position:** Canvasser/Buyer
- **Name of Office/Unit:** Procurement Office
- **Immediate Supervisor:** Mary D. Almine
- **Name of Agency/Organization and Location:** Southern Leyte State University – Hinunangan Campus, Ambacon, Hinunangan, Southern Leyte

➤ **List of Accomplishments and Contributions (if any)**

- ✚ Provided feedback and insights to internal stakeholders to inform business decisions to ensure alignment of procurement goals.
- ✚ Built and maintained strong relationships with internal stakeholders, including vendors and suppliers.
- ✚ Conducted market research and analysis to identify new suppliers and opportunities

➤ **Summary of Actual Duties**

- ✚ Responsible and overseeing that PRs must contain authorized signatures vis-à-vis approved PPMPs.
- ✚ Prepares weekly log of processed PRs indicating the status as per prescribed by the procurement process
- ✚ Perform timely canvassing on requested supplies and materials following GPPB guidelines.
- ✚ Conduct regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.
- ✚ Ensures that delivered items conform with specifications in coordination with the inspectorate team.
- ✚ Coordinate with the Supply Office from time to time to ensure that every purchased item is properly accounted for.
- ✚ Performs other related functions.


JOEL N. SINAHON

(Signature over Printed Name
of Employee/Applicant)

Date: January 15, 2025