

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	AVELLANA			
FIRST NAME	JOSELITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PARMIS			
3. DATE OF BIRTH (mm/dd/yyyy)	07/25/1997	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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			
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	323 G. H. DEL PILAR ST. House/Block/Lot No. Street N/A ZONE 6 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.64	ZIP CODE	6521	
8. WEIGHT (kg)	65		6521	
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	323 G. H. DEL PILAR ST. House/Block/Lot No. Street N/A ZONE 6 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province	
10. GSIS ID NO.	N/A		6521	
11. PAG-IBIG ID NO.	121264636560	ZIP CODE	6521	
12. PHILHEALTH NO.	13-250361605-3		6521	
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	759-534-095	20. MOBILE NO.	09064441864	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	joselito.avellana@vsu.edu.ph	

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	AVELLANA			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MODINA			
25. MOTHER'S MAIDEN NAME	PARMIS			
SURNAME	AVELLANA			
FIRST NAME	ZENAIDA			
MIDDLE NAME	CAHILIG		(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 CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	2010	2014	N/A	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A		
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR IN SECONDARY EDUCATION (MATHEMATICS)	2014	2018	N/A	2018	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN EDUCATION (MATHEMATICS)	2024	PRESENT	27 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/12/2025
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[illegible]

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Dancing		7th Placer in Leyte All Stars, 4th Placer in Ormoc Hiphop Competiton, 2nd Placer in DES Marketing Hiphop Competition		Baybay City Hipnotix
	Work-Out				Olympic Gym

SIGNATURE		DATE	07/12/2025
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07/12/2025

<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>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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Daniel Joseph Tan</td> <td>Baybay City, Leyte</td> <td>9682621590</td> </tr> <tr> <td>Karen Mendez</td> <td>Baybay City, Leyte</td> <td>9359469129</td> </tr> <tr> <td>Annelyn L. Nunez</td> <td>Brgy Caridad, Baybay City, Leyte</td> <td>9606647907</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Daniel Joseph Tan	Baybay City, Leyte	9682621590	Karen Mendez	Baybay City, Leyte	9359469129	Annelyn L. Nunez	Brgy Caridad, Baybay City, Leyte	9606647907
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<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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td style="width: 50%;">Government Issued ID: PRC</td> <td style="width: 50%;"></td> </tr> <tr> <td>ID/License/Passport No.: 1699853</td> <td></td> </tr> <tr> <td>Date/Place of Issuance: 01/04/2019</td> <td></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		Government Issued ID: PRC		ID/License/Passport No.: 1699853		Date/Place of Issuance: 01/04/2019		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;"> Signature (Sign inside the box) 07/12/2025 Date Accomplished </td> </tr> </table>	Signature (Sign inside the box) 07/12/2025 Date Accomplished			
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<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: 200px; height: 50px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 10px auto; text-align: center;"> Person Administering Oath </div>													