

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	ROLUNA		
FIRST NAME	VIVIAN JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LOREÑO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/16/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	A. Tavera
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No.
8. WEIGHT (kg)	46		Street
9. BLOOD TYPE	O+		Zone 15
10. GSIS ID NO.	N/A		Subdivision/Village
11. PAG-IBIG ID NO.	121229171038		Barangay
12. PHILHEALTH NO.	N/A	BAYBAY	LEYTE
13. SSS NO.	N/A	18. PERMANENT ADDRESS	Province
14. TIN NO.	347-857-310	ZIP CODE	House/Block/Lot No.
15. AGENCY EMPLOYEE NO.	00607		Street
16. CITIZENSHIP			Zone 15
17. RESIDENTIAL ADDRESS			Subdivision/Village
18. PERMANENT ADDRESS			Barangay
19. TELEPHONE NO.	N/A	20. MOBILE NO.	09083903665
21. E-MAIL ADDRESS (if any)	rolunavivian99@gmail.com		

II. FAMILY BACKGROUND

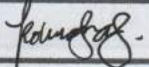
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ROLUNA			
FIRST NAME	VIDAL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ILHIG			
25. MOTHER'S MAIDEN NAME	RAÑOLA			
SURNAME	ROLUNA			
FIRST NAME	JOSEPHINE			
MIDDLE NAME	LOREÑO			

(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 NORTH CENTRAL SCHOOL	GRADE 6	6/7/2004	3/12/2010	ELEMENTARY GRADUATE	2010	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	FOURTH YEAR	6/7/2010	3/14/2014	SECONDARY GRADUATE	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	6/2/2014	3/16/2018	COLLEGE GRADUATE	2018	CHED SCHOLAR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	61/11/2022
-----------	---	------	------------

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

Polenagraf.

01/11/2022

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	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

(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)

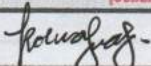
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	DIVISION-BASED TRAINING WORKSHOP ON THE UTILIZATION OF LEARNING ACTIVITY SHEETS (ALS)	11/26/2021	11/30/2021	24.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION-BASED TRAINING WORKSHOP ON THE UTILIZATION OF LEARNING ACTIVITY SHEETS	11/23/2021	11/25/2021	24.0	SECRETARIAT / PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	GENDER SENSITIVITY, MAINSTREAMING, AND ANALYSIS TRAINING FOR NEWLY-HIRED NON-TEACHING PERSONNEL	10/25/2021	10/27/2021	24.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	WRITESHOP ON THE DEVELOPMENT OF REFERENCE BOOKS AND TEACHER'S GUIDES IN MOTHER TONGUE FROM KINDERGARTEN TO GRADE 3	5/10/2021	5/14/2021	40.0	LAYOUT ARTIST	SCHOOLS DIVISION OF BAYBAY
	WRITESHOP ON THE DEVELOPMENT OF REFERENCE BOOKS AND TEACHER'S GUIDES IN MOTHER TONGUE FROM KINDERGARTEN TO GRADE 3	4/9/2021	4/13/2021	40.0	LAYOUT ARTIST	SCHOOLS DIVISION OF BAYBAY
	DIVISION-BASED LITERACY TRAINING IN BOTH ENGLISH AND FILIPINO	9/21/2020	9/25/2020	40.0	TECHNICAL COMMITTEE	SCHOOLS DIVISION OF BAYBAY
	INTENSIVE MENTORING LECTURES AND CLINIQUE SESSIONS FOR 2019 REGIONAL SCHOOLS PRESS CONFERENCE (RSPC) QUALIFIERS	11/18/2019	11/20/2019	24.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION TRAINING ON IMPLEMENTING ALTERNATIVE INSTRUCTIONAL DELIVERY PRACTICES FOR SENIOR HIGH SCHOOL TEACHERS	10/23/2019	10/25/2019	24.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION SCHOOLS PRESS CONFERENCE 2019	9/25/2019	9/27/2019	24.0	TECHNICAL COMMITTEE	SCHOOLS DIVISION OF BAYBAY
	ENHANCEMENT OF THE PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER TONGUE AND BRIDGING PROCESS OF GRADE 2 TEACHERS	8/27/2019	8/30/2019	32.0	FACILITATOR / PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION-BASED CAPABILITY BUILDING FOR KINDERGARTEN TEACHERS IN HANDLING CO-CURRICULAR ACTIVITIES	7/10/2019	7/12/2019	24.0	TECHNICAL COMMITTEE	SCHOOLS DIVISION OF BAYBAY
	DIVISION TRAINING ON LANGUAGE STRATEGIES IN TEACHING SCIENCE	5/27/2019	5/29/2019	24.0	TECHNICAL COMMITTEE	SCHOOLS DIVISION OF BAYBAY
	PANSANGAY NA SEMINAR-WORKSHOP SA KRITIKAL NA NILALAMAN AT PEDAGOGICAL NA PAGTUTURO NG FILIPINO PARA SA JUNIOR HIGH SCHOOL	5/22/2019	5/24/2019	24.0	TECHNICAL COMMITTEE	SCHOOLS DIVISION OF BAYBAY
	FOLKDANCE ENHANCEMENT WORKSHOP CUM DANCE RESEARCH FOR MAPEH TEACHERS	5/7/2019	5/11/2019	40.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION-BASED TRAINING FOR SENIOR HIGH SCHOOL ON COMPETENCY BASED LEARNING	4/22/2019	4/26/2019	40.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	CAPACITY BUILDING FOR ALIVE / MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTER	11/14/2018	11/15/2018	16.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION ROLL-OUT ON THE ENHANCEMENT OF THE PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER TONGUE AND BRIDGING PROCESS OF GR. 1 TEACHERS (BATCH 2)	9/5/2018	9/7/2018	24.0	FACILITATOR / PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	DIVISION ROLL-OUT ON THE ENHANCEMENT OF THE PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER TONGUE AND BRIDGING PROCESS OF GR. 1 TEACHERS (BATCH 1)	8/29/2018	8/31/2018	24.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY
	CAPABILITY BUILDING FOR SCHOOL HEADS AND MG TEACHERS ON THE ENHANCEMENT OF CONTENT AND PEDAGOGICAL SKILLS IN STRENGTHENING THE IMPLEMENTATION OF MPPE	8/14/2018	8/16/2018	24.0	PARTICIPANT	SCHOOLS DIVISION OF BAYBAY

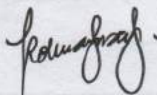
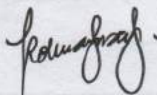
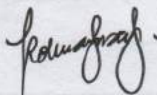



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	ENCODER			
	MAKING OF POWERPOINT PRESENTATION			
	READING			
	DANCING			
	COMPUTER LITERACY			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/11/2022
-----------	---	------	------------

<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> <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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JOSEMILO P. RUIZ EdD</td> <td>BRGY. CARIDAD BAYBAY CITY</td> <td></td> </tr> <tr> <td>MARGILINA C. MENDOZA</td> <td>700 C. M. RECTO ST. BAYBAY CITY</td> <td>9175627413</td> </tr> <tr> <td>ELSA B. TABUDLONG</td> <td>673 A. BONIFACIO ST. BAYBAY CITY</td> <td>9177251452</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JOSEMILO P. RUIZ EdD	BRGY. CARIDAD BAYBAY CITY		MARGILINA C. MENDOZA	700 C. M. RECTO ST. BAYBAY CITY	9175627413	ELSA B. TABUDLONG	673 A. BONIFACIO ST. BAYBAY CITY	9177251452
NAME	ADDRESS	TEL. NO.											
JOSEMILO P. RUIZ EdD	BRGY. CARIDAD BAYBAY CITY												
MARGILINA C. MENDOZA	700 C. M. RECTO ST. BAYBAY CITY	9175627413											
ELSA B. TABUDLONG	673 A. BONIFACIO ST. BAYBAY CITY	9177251452											
<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.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>TIN ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>347-857-310</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>02/03/2021/ORMOC CITY</td> </tr> </table>	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	ID/License/Passport No.:	347-857-310	Date/Place of Issuance:	02/03/2021/ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;"> 01/11/2022 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box)	01/11/2022 Date Accomplished
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												
ID/License/Passport No.:	347-857-310												
Date/Place of Issuance:	02/03/2021/ORMOC CITY												
 Signature (Sign inside the box)													
01/11/2022 Date Accomplished													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>		 Right Thumbmark											
 Right Thumbmark													
<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: 100%; height: 40px; margin-top: 10px;"></div> <p style="text-align: center;">Person Administering Oath</p>													