

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 | BENA | | |
| FIRST NAME | JESSA | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | SUAN | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 06/22/1998 | 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 | BAYBAY, LEYTE | 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 | N/A N/A House/Block/Lot No. Street SITIO SAN VICENTE KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.47 m | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 65 kg. | | |
| 9. BLOOD TYPE | O+ | | |
| 10. GSIS ID NO. | NOT APPLICABLE | 18. PERMANENT ADDRESS | N/A N/A House/Block/Lot No. Street SITIO SAN VICENTE KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 11. PAG-IBIG ID NO. | 1211-8747-8815 | ZIP CODE | 6521 |
| 12. PHILHEALTH NO. | 02-251622131-7 | 19. TELEPHONE NO. | |
| 13. SSS NO. | 36-6402088-5 | 20. MOBILE NO. | (+63) 950 832 1608 |
| 14. TIN NO. | 494-884-302 | 21. E-MAIL ADDRESS (if any) | jsssbena@gmail.com |
| 15. AGENCY EMPLOYEE NO. | NOT APPLICABLE | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|----------------|--------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME | NOT APPLICABLE | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | NOT APPLICABLE | NAME EXTENSION (JR., SR) | ELAINE YSABELLE B. MAHINAY | 11/30/2020 |
| MIDDLE NAME | NOT APPLICABLE | | | |
| OCCUPATION | NOT APPLICABLE | | | |
| EMPLOYER/BUSINESS NAME | NOT APPLICABLE | | | |
| BUSINESS ADDRESS | NOT APPLICABLE | | | |
| TELEPHONE NO. | NOT APPLICABLE | | | |
| 24. FATHER'S SURNAME | BENA | | | |
| FIRST NAME | VICTOR | JR. | | |
| MIDDLE NAME | SAPIN | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | SUAN | | | |
| FIRST NAME | ALMA | | | |
| MIDDLE NAME | POGOSA | | | |

(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 | NUEVE DE FEBRERO ELEMENTARY SCHOOL | NOT APPLICABLE | 6/7/2004 | 3/24/2010 | N/A | 2010 | N/A |
| SECONDARY | HIGHWAY HILLS INTEGRATED SCHOOL | NOT APPLICABLE | 6/7/2010 | 3/31/2014 | N/A | 2014 | N/A |
| VOCATIONAL / | NOT APPLICABLE | NOT APPLICABLE | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | POLYTECHNIC UNIVERSITY OF THE PHILIPPINES- MANILA | BS IN BUSINESS ADMINISTRATION - MARKETING MANAGEMENT | 6/9/2014 | 10/18/2019 | 4TH YEAR- 1ST SEM | N/A | N/A |
| GRADUATE STUDIES | NOT APPLICABLE | NOT APPLICABLE | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

| | | | |
|-----------|-------------------------------------------------------------------------------------|------|------------|
| SIGNATURE |  | DATE | 11/18/2022 |
|-----------|-------------------------------------------------------------------------------------|------|------------|

[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]

| | | | |
|--------------------------------------------------|-------------------------------------------------------------------------------------|------|------------|
| <i>(Continue on separate sheet if necessary)</i> | | | |
| SIGNATURE |  | DATE | 11/18/2022 |

[illegible]

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

[illegible]




VIII. OTHER INFORMATION

| | | |
|-------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
| INTERPERSONAL SKILL | NOT APPLICABLE | NOT APPLICABLE |
| KEEN TO DETAILS | | |
| CUSTOMER SERVICE SKILLS | | |
| ADAPTABILITY | | |
| WATCHING INVESTIGATIVE SERIES/ DOCUMENTARIES | | |
| READING FICTIONAL STORIES | | |
| | | |

| | | | |
|-----------|-------------------------------------------------------------------------------------|------|------------|
| SIGNATURE | | DATE | 11/18/2022 |
|-----------|-------------------------------------------------------------------------------------|------|------------|

4.

11/18/2022

| <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 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">END OF TERM</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ROSALINA TABARANZA</td> <td>CEBU</td> <td>N/A</td> </tr> <tr> <td>AL RYAN MAHINAY</td> <td>BAYBAY CITY</td> <td>N/A</td> </tr> <tr> <td>MARSCHAN JOSOL</td> <td>MANILA</td> <td>N/A</td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | ROSALINA TABARANZA | CEBU | N/A | AL RYAN MAHINAY | BAYBAY CITY | N/A | MARSCHAN JOSOL | MANILA | N/A |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| ROSALINA TABARANZA | CEBU | N/A | | | | | | | | | | | |
| AL RYAN MAHINAY | BAYBAY CITY | N/A | | | | | | | | | | | |
| MARSCHAN JOSOL | MANILA | N/A | | | | | | | | | | | |
| <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> | | | | | | | | | | | | | |
| <p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: UMID</p> <p>ID/License/Passport No.: 0111-7910808-1</p> <p>Date/Place of Issuance: MANDALUYONG CITY</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;"> <p>Signature (Sign inside the box)</p> <p>11/18/2022</p> <p>Date Accomplished</p> </td> </tr> </table> |  | <p>Signature (Sign inside the box)</p> <p>11/18/2022</p> <p>Date Accomplished</p> | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| <p>Signature (Sign inside the box)</p> <p>11/18/2022</p> <p>Date Accomplished</p> | | | | | | | | | | | | | |
| <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: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div> | | | | | | | | | | | | | |



PHOTO

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