

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	BELISADO		
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR)	JR.
MIDDLE NAME	GODOY		
3. DATE OF BIRTH (mm/dd/yyyy)	11/19/1996	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	☒ by birth ☐ by naturalization
5. SEX	☒ Male ☒ Female		Pls. indicate country:
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	SITIO COLO
7. HEIGHT (m)	1.63	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	84		BRGY. KAN-IPA
9. BLOOD TYPE	N/A		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAG-IBIG ID NO.	121232957658		City/Municipality Province
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	SITIO COLO
13. SSS NO.	06-4149308-9	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	725-007-235		BRGY. KAN-IPA
15. AGENCY EMPLOYEE NO.	00560		Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09203429869
		21. E-MAIL ADDRESS (if any)	rodulfobelisadojr@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)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	BELISADO		N/A	N/A
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	NER		N/A	N/A
25. MOTHER'S MAIDEN NAME	ROSITA VALENZONA GODOY		N/A	N/A
SURNAME	BELISADO		N/A	N/A
FIRST NAME	ROSITA		N/A	N/A
MIDDLE NAME	GODOY		(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 I CENTRAL SCHOOL	GRADE 1 TO GRADE 6	2003	2009	N/A	2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	1ST YEAR HIGH SCHOOL - 4TH YEAR HIGH SCHOOL	2009	2013	N/A	2013	N/A
VOCATIONAL /	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 Business Administration major in Human Resource Development and Management	2014	2018	N/A	2018	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

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

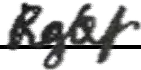
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		(mm/dd/yyyy)				
		From	To			
	LAND TRANSPORTATION OFFICE SEMINAR-WORKSHOP FOR DEPUTIZED AGENTS AND TRAFFIC MONITORS	4/3/2019	4/4/2019	12 HRS.	TECHNICAL	LAND TRANSPORTATION OFFICERS
	TRAINING FOR GLOBALLY COMPETITIVE FUTURE MANAGERS	09/03/2016	09/03/2016	4 HRS.	MANAGERIAL	MR. EUGENE NARRA, MA.Ed

(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)
COMPUTER LITERATE	N/A	N/A
COMMUNICATION SKILLS		
MULTI-TASKING SKILLS		
PLAYING BASKETBALL		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: _____ ☐ 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)? 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: _____ ☐ 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? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☐ YES ☒ NO If YES, please specify ID No: _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)	
NAME	TEL. NO.
MRS. JO ANN A. DACERA	09173078805
MR. JON FROILAN RODRIGUEZ	520-0255
MR. RAUL J. MERCADO	09173002771
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:	DRIVER'S LICENSE
ID/License/Passport No.:	H12-18-002145
Date/Place of Issuance:	LTO BAYBAY CITY LEYTE

Rgd
Signature (Sign inside the box)
Date Accomplished

PHOTO

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

Person Administering Oath

Right Thumbmark

WORK EXPERIENCE SHEET

January 24, 2022 – Present

Baybay City, Leyte

Baybay City Parole and Probation Office

- *Releasing or delivering files and documents to other offices.*
- *Entertain clients.*
- *Prepare record check of clients for parole and probation.*
- *Prepare monthly anti-drug abuse accomplishment report.*
- *Prepare quarterly report of elderly and persons with disability expenses report*
- *Submit the NBI and CMRD record checks.*
- *Assist in the conduct of drug test of clients.*
- *Encode the probationers and parolees profile.*
- *Other duties and tasks as assigned by my superior.*

Oct. 2018 – January 23, 2022

Baybay City, Leyte

Traffic Enforcer, LGU Baybay

- Maintain the smooth flow of road traffic
- Control vehicle congestion at the road intersections
- Check any list of violators and report it to the traffic management office for disciplinary action
- Assist traffic operation conducted by traffic management office
- Helping pedestrians, especially the aged and children to cross the street
- Catch traffic violators and issue appropriate tickets or penalties
- Respond and attend to traffic emergencies
- Maintaining an approachable personality so people in need would not hesitate to ask for help
- Assigned at Gaas checkpoint and list all pass by vehicles that will pass through Baybay City going to their destination to other municipalities.
- Check all the necessary documents as a requirement that a person is authorized to enter the city and do transactions.
- Escort all arriving locally stranded individuals to the office of the Baybay Emergency Response Unit.

Apr. 2016 – Apr. 2018

Baybay City, Leyte

Working Student, Botica Cayunda

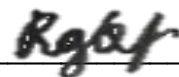
- Receives and unpacks merchandise
- Marks items with prices and stocks shelves.
- Assists customers with transferring large packages to their vehicles.
- Counts and stores items to help maintain an adequate inventory.
- Ensures that the store products is stored in an orderly manner.
- Inspects newly arrived products for damages or defects.
- Answers customer questions regarding items that are in or out of stock.

Nov. 2017 – Feb. 2018

Baybay City, Leyte

Job trainee, Baybay City Water District

- Performing office duties.
- Assisting clients and supervisors.
- Segregating official receipts according to their numbers.
- Store and file official receipts.
- Cleaning the office.



RODULFO G. BELISADO JR.

Applicant