

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	Puray		
FIRST NAME	Jailenn Jannaraine	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Sabaria		
3. DATE OF BIRTH (mm/dd/yyyy)	07/24/1998	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	Muntinlupa City	If holder of dual citizenship, please indicate the details.	N/A
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 Penserga Subd. Brgy. Alta Vista Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province 6541
7. HEIGHT (m)	1.54 m	ZIP CODE	
8. WEIGHT (kg)	43 kg		
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS	House/Block/Lot No. Street Penserga Subd. Brgy. Alta Vista Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province 6541
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	121269303484		
12. PHILHEALTH NO.	1325-0754-6807		
13. SSS NO.	34-9319844-5	19. TELEPHONE NO.	N/A
14. TIN NO.	364 642 074 0000	20. MOBILE NO.	09459749569
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jailennp@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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Puray			
FIRST NAME	Jaime	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gono			
25. MOTHER'S MAIDEN NAME	Jeralenn Zamora Sabaria			
SURNAME	Sabaria			
FIRST NAME	Jeralenn			
MIDDLE NAME	Zamora		(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	Ormoc City Central School	N/A	2005	2011	Graduate	2011	Salutatorian
SECONDARY	New Ormoc City National High School	N/A	2011	2015	Graduate	2015	1st Honorable Mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	BS Chemistry	2015	2019	Graduate	2019	Cum Laude
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 29, 2021
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IV. CIVIL SERVICE ELIGIBILITY						
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
	PD 907 – Honor Graduate	N/A	11/22/2019	Civil Service Commission, Government Center, Palo, Leyte	N/A	N/A
	RA 1080 - Chemist	75.40	10/09-10/2019	Cebu City	0014608	07/24/2022
	RA 1080 - Chemical Technician	87.00	10/08/2019	Cebu City	0003532	07/24/2022

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(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)

SIGNATURE		DATE	March 29, 2021
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
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			
N/A						

(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)
	Reading		N/A		Integrated Chemists of the Philippines
	Dancing				Visayas State University Chemical Society (2015-2019)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 29, 2021
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<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>Dr. Candelario L. Calibo</td> <td>Baybay City</td> <td>09176341486</td> </tr> <tr> <td>Manny Paete</td> <td>Ormoc City</td> <td>09178570583</td> </tr> <tr> <td>Kay Kimberly Kobayashi</td> <td>Ormoc City</td> <td>09173062271</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Candelario L. Calibo	Baybay City	09176341486	Manny Paete	Ormoc City	09178570583	Kay Kimberly Kobayashi	Ormoc City	09173062271
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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 style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: Driver's License</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: H0320001547</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: 06/05/2020 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: Driver's License	ID/License/Passport No.: H0320001547	Date/Place of Issuance: 06/05/2020 Ormoc City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom; padding: 5px;"> <p style="text-align: center;">Signature (Sign inside the box)</p> <hr/> <p style="text-align: center;">Date Accomplished</p> </td> </tr> </table>	<p style="text-align: center;">Signature (Sign inside the box)</p> <hr/> <p style="text-align: center;">Date Accomplished</p>						
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<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> <p style="text-align: center;">PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Right Thumbmark</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: 200px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div>													

WORK EXPERIENCE SHEET

Duration: July 2020 – January 2021

- Position: Project-Based Laboratory Analyst
- Name of Office/Unit: Metallurgical Laboratory Division
- Immediate Supervisor: Charito Bonul
- Name of Agency/Organization and Location: Philippine Associated Smelting and Refining Corporation, Isabel, Leyte
- Summary of Actual Duties
 - Conducted water analysis of different parameters and elements following procedure protocols.
 - Operated and maintained all designated instruments and equipment.
 - Followed safety and security procedures when handling hazardous materials.

Duration: June – July 2018

- Position: Intern
- Name of Office/Unit: Integrated Laboratory Services
- Immediate Supervisor: Gleenecce Jad Rosal
- Name of Agency/Organization and Location: Energy Development Corporation, Tongonan, Leyte
- List of Accomplishments and Contributions (if any)
 - Updated Material Safety Data Sheet.
 - Listed inventory for chemicals, glasswares and equipment spares
- Summary of Actual Duties
 - Conducted analyses in the laboratory; provided assistance for the ISO documentation and audit preparation

Duration: April – May 2015

- Position: Summer Job
- Name of Office/Unit: City Treasurer's Office
- Name of Agency/Organization and Location: LGU Ormoc, Ormoc City Hall
- Summary of Actual Duties
 - Responsible in performing technical tasks e.g., collection of rental fee from public market vendors, provided assistance on the preparation of daily report and other related functions.

(Signature over Printed Name
of Employee/Applicant)

Date: _____