

# 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 ( ) ( ) 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	ANDO		
FIRST NAME	LINDY JANE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LAUREÑO		
3. DATE OF BIRTH (mm/dd/yyyy)	04/13/1997	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	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input 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:		
7. HEIGHT (m)	1.6 m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	59 kg	ZIP CODE	6541
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK KALIPAYAN MAS-IN Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6541
11. PAG-IBIG ID NO.	1212-1511-0259		
12. PHILHEALTH NO.	1325-0777-5385		
13. SSS NO.	06-4059429-3	19. TELEPHONE NO.	N/A
14. TIN NO.	343-174-893	20. MOBILE NO.	09354421403
15. AGENCY EMPLOYEE NO.	V01109	21. E-MAIL ADDRESS (if any)	janelarenoando@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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ANDO			
FIRST NAME	MAXIMO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	INDOLOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	LAUREÑO			
FIRST NAME	AILEEN			
MIDDLE NAME	LAMIGO			

(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	MAS-IN ELEMENTARY SCHOOL	N/A	2002	2008		2008	SECOND HONORS
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	N/A	2008	2012		2012	NONE
VOCATIONAL / TRADE COURSE	N/A	N/A	NA	NA		NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2012	2017		2017	NONE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES-DILIMAN	MASTER OF SCIENCE IN CIVIL ENGINEERING	2021	PRESENT	30 units	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 31, 2023
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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)

<b>SIGNATURE</b>	
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DATE

December 31, 2023

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			
NONE		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			
	29th Annual Conference of the Transportation Science Society of the Philippines (TSSP)	12/6/2023	12/7/2023	12.0	Technical	Transportation Science Society of the Philippines (TSSP)
	11th ERDT Congress	11/23/2023	11/23/2023	8.0	Technical	DOST - ERDT
	49th National Convention and Technical Conference	11/24/2023	11/25/2023	16.0	Technical	Philippine Institute of Civil Engineers Inc.
	2022 PICE Midyear National Convention and Technical Conference	6/17/2022	6/18/2022	16.0	Technical	Philippine Institute of Civil Engineers Inc.
	Webinar on Introduction to Copyright and Fair Use for Educators	08/28/2020	08/28/2020	3.0	Technical	Visayas State University - Office of the Director for Innovation
	Webinar on MOODLE for Online Instruction	6/5/2020	8/5/2020	24.0	Technical	College of Engineering and Technology
	Webinar on Public Transportation and Health in Time of COVID-19	10/29/2020	10/29/2020	2.0	Technical	University of the Philippines - National Center for Transportation Studies
	Webinar on Transportation for the Better Normal	12/10/2020	12/10/2020	2.0	Technical	University of the Philippines - National Center for Transportation Studies
(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)	
	Cooking	N/A			Associate Member, Transportation Science Society of the Philippines	
	Reading					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	December 31, 2023	

<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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>ENGR. LESLEY JOY BALCOS</td> <td>MANDAUE CITY, CEBU</td> <td>9282051067</td> </tr> <tr> <td>ENGR. ROSBEL BARTOLINI</td> <td>MAHAPLAG, LEYTE</td> <td>9364931121</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ENGR. LESLEY JOY BALCOS	MANDAUE CITY, CEBU	9282051067	ENGR. ROSBEL BARTOLINI	MAHAPLAG, LEYTE	9364931121					
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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>															
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