

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 | NAPOLES | | |
| FIRST NAME | LERMAFLOR | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | GABUYA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 09/13/1985 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | BILIRAN, LEYTE | If holder of dual citizenship, please indicate the details. | Peru |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | N/A REAL STREET House/Block/Lot No. Street N/A TALIBONG Subdivision/Village Barangay CABUCGAYAN BILIRAN City/Municipality Province |
| 7. HEIGHT (m) | 1.51 | ZIP CODE | 6585 |
| 8. WEIGHT (kg) | 64 | | |
| 9. BLOOD TYPE | O | 18. PERMANENT ADDRESS | N/A STO NINO House/Block/Lot No. Street N/A SAN ISIDRO Subdivision/Village Barangay BILIRAN BILIRAN City/Municipality Province |
| 10. GSIS ID NO. | 2003993147 | ZIP CODE | 6566 |
| 11. PAG-IBIG ID NO. | 1211-304-726398 | | |
| 12. PHILHEALTH NO. | 132006261195 | | |
| 13. SSS NO. | 0626397443 | 19. TELEPHONE NO. | NONE |
| 14. TIN NO. | 295848556 | 20. MOBILE NO. | 09954797639 |
| 15. AGENCY EMPLOYEE NO. | 0008670 | 21. E-MAIL ADDRESS (if any) | lermaflornapoles@gmail.com |

II. FAMILY BACKGROUND


| | | | | |
|--------------------------|----------|------------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME | LUMAMBAS | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | VINCENT | NAME EXTENSION (JR., SR) N/A | VINCE GILLER N. LUMAMBAS | 5/30/2007 |
| MIDDLE NAME | INOCIAN | | JILDA ERICA N. LUMAMBAS | 4/26/2012 |
| OCCUPATION | NONE | | JEIELA ELIEZE NAPOLES | 7/8/2017 |
| EMPLOYER/BUSINESS NAME | NONE | | JIL HEINDRICH NAPOLES | 1/29/2019 |
| BUSINESS ADDRESS | NONE | | JEIEL FLORENCE NAPOLES | 10/16/2021 |
| TELEPHONE NO. | NONE | | | |
| 24. FATHER'S SURNAME | NAPOLES | | | |
| FIRST NAME | GIL | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | JUNIO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | GABUYA | | | |
| FIRST NAME | NILDA | | | |
| MIDDLE NAME | CATOLTOL | | | |

(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 | BILIRAN CENTRAL SCHOOL | ELEMENTARY EDUCATION | 6/3/1992 | 3/4/1998 | GRADUATED | 1998 | WITH HONORS |
| SECONDARY | THE SISTERS OF MARY SCHOOL GIRLSTOWN | SECONDARY EDUCATION | 4/08/1998 | 12/21/2001 | GRADUATED | 2002 | NONE |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | LEYTE NORMAL UNIVERSITY | BACHELOR OF ELEMENTARY EDUCATION - BACHELOR OF SECONDARY EDUCATION | 6/4/2002 | 10/1/2005 | Fourth Year Level | N/A | N/A |
| COLLEGE | UNIVERSITY OF SAN JOSE RECOLETOS - EXPANDED TERTIARY EDUCATION EQUIVALENCY ACCREDITATION PROGRAM | BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION | 3/4/2013 | 5/3/2014 | GRADUATED | 2014 | Outstanding Graduate |
| GRADUATE STUDIES | BILIRAN PROVINCE STATE UNIVERSITY | MASTER OF ARTS IN EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT | 8/4/2022 | Present | 27 Units | N/A | N/A |

(Continue on separate sheet if necessary)

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|-----------|-------------------------------------------------------------------------------------|------|------------|-----------------------------------------|
| SIGNATURE |  | DATE | 11/10/2024 | CS FORM 212 (Revised 2017), Page 1 of 4 |
|-----------|-------------------------------------------------------------------------------------|------|------------|-----------------------------------------|

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)

SIGNATURE

DATE _____

1/10/2024

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---------------------------------------------------|---------------------------------|------------|-----------------|---------------------------|
| | | From | To | | |
| | HARAMBEE FOLK DEVELOPMENT THEATER | 6/12/2003 | 6/27/2005 | | MEMBER |
| | FUTURE EDUCATORS GUILD | 6/3/2002 | 10/30/2005 | | MEMBER |
| | METROPOLITAN TACLOBAN JUNIOR JAYCEES | 1/3/2003 | 10/30/2005 | | MEMBER |
| | | | | | |
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(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 | | | |
| | CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs) | 11/20/2023 | 11/24/2023 | 40 | Supervisory | Department of Education Bureau of Human Resource and Organizational Development |
| | 2023 Service Excellence Summit for Leaders (SESL) | 11/9/2023 | 11/10/2023 | 16 | Managerial | Civil Service Commission Regional Office VIII |
| | SDO Biliran Capability Building on Gender and Development for Non-Teaching Personnel | 9/7/2023 | 9/8/2023 | 16 | Technical | DepED Division of Biliran |
| | 2022 REGIONAL CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS IN EASTERN VISAYAS | 8/24/2022 | 8/26/2022 | 16 | Managerial | Civil Service Commission Regional Office VIII |
| | LEYTE NORMAL UNIVERSITY-RESEARCH ETHIC COMMITTEE STANDARD OPERATING PROCEDURE WRITING | 12/5/2022 | 12/8/2022 | 32 | Technical | LEYTE NORMAL UNIVERSITY RESEARCH ETHICS OFFICE |
| | Executive Education in Leadership Development (Moral Leadership and Resilience with Strong Emphasis in Conflict Resolution, Decision Making and Balance) | 2/23/2022 | 2/25/2022 | 24 | Managerial | Department of Education |
| | 2019 Human Resource (HR) Assembly | 4/3/2019 | 4/5/2019 | 24 | Supervisory | Department of Education |
| | Cluster Training on Program Management Information System | 10/8/2019 | 10/11/2019 | 40 | Technical | Department of Education Regional Office VIII |
| | DepEd Human Resource and Organizational Development Convention | 10/22/2018 | 10/24/2018 | 24 | Supervisory | Department of Education |
| | PRIME HRM Conversation with Leaders | 5/29/2018 | 5/30/2018 | 16 | Managerial | Civil Service Commission Regional Office VIII |
| | Capacity Building of DepEd Personnel Officers | 12/12/2017 | 12/14/2017 | 24 | Technical | Department of Education |
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(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 | | CERTIFICATE OF APPRECIATION for Commendable Initiative in Implementation of Project | | LNU REC NON SCIENTIST NON INSTITUTIONAL MEMBER |
| | WRITING | | THOR (Transparent Honest Open Ranking) Systems Improvement of the Divisions | | |
| | SINGING | | Recruitment Selection and Placement | | |
| | THEATER ACTING | | | | |
| | SOCIAL MEDIA INFLUENCING | | | | |
| | | | | | |

(Continue on separate sheet if necessary)

| | | | | |
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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 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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. JUDELLA RUIZ- LUMPAS</td> <td>Mayorga, Leyte</td> <td>09173226014</td> </tr> <tr> <td>DR. MARGARITO A. CADAYONA JR.</td> <td>Tomas Oppus, Southern Leyte</td> <td>09264726693</td> </tr> <tr> <td>DR. PEDRO T. ESCOBARTE JR.</td> <td>PEERLESS VILLAGE, TACLOBAN CITY</td> <td>09177136171</td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | DR. JUDELLA RUIZ- LUMPAS | Mayorga, Leyte | 09173226014 | DR. MARGARITO A. CADAYONA JR. | Tomas Oppus, Southern Leyte | 09264726693 | DR. PEDRO T. ESCOBARTE JR. | PEERLESS VILLAGE, TACLOBAN CITY | 09177136171 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| DR. JUDELLA RUIZ- LUMPAS | Mayorga, Leyte | 09173226014 | | | | | | | | | | | |
| DR. MARGARITO A. CADAYONA JR. | Tomas Oppus, Southern Leyte | 09264726693 | | | | | | | | | | | |
| DR. PEDRO T. ESCOBARTE JR. | PEERLESS VILLAGE, TACLOBAN CITY | 09177136171 | | | | | | | | | | | |
| <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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: PRC</td> </tr> <tr> <td>ID/License/Passport No.: 166852</td> </tr> <tr> <td>Date/Place of Issuance: 08-23-2018-Tacloban 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: PRC | ID/License/Passport No.: 166852 | Date/Place of Issuance: 08-23-2018-Tacloban City | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;">  Signature (Sign inside the box) 01-10-24 Date Accomplished </td> </tr> </table> |  Signature (Sign inside the box) 01-10-24 Date Accomplished | | | | | | |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | | | | | | | | | | | |
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| ID/License/Passport No.: 166852 | | | | | | | | | | | | | |
| Date/Place of Issuance: 08-23-2018-Tacloban City | | | | | | | | | | | | | |
|  Signature (Sign inside the box) 01-10-24 Date Accomplished | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this <u>JAN 12 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Department of Justice</p> <p>Office of the Provincial Prosecutor - Biliran</p> <p>CHARLEMAIGNE LEONES MERACAP</p> <p>Person Administering Oath</p> </div> </div> <div style="width: 50%; text-align: center;">  LERMAYNOR G. NAPOLES </div> </div> <div style="text-align: center; margin-top: 20px;">  Right Thumbmark </div> | | | | | | | | | | | | | |

WORK EXPERIENCE SHEET

- Instructions:** 1. Include only the work experiences relevant to the position being applied to.
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: March 25, 2015 – present
 - Position: Administrative Officer IV, HRMOII
 - Name of Office/Unit: Personnel Section
 - Immediate Supervisor: Dr. Judella R. Lumpas, CESO V
 - Name of Agency/Organization and Location: Department of Education Division of Biliran
 - List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - **Developed and Innovation for Enhancement of Recruitment Selection and Placement System of the Division (eTHOR)**
 - Designed a training program for retirees under EO 366
 - Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; assists in the management of the Division's programs and activities and performs other related functions.
-
- Duration: March 25, 2010 – March 24, 2015
 - Position: Administrative Aide IV
 - Name of Office/Unit: Training and Development & HR Section
 - Immediate Supervisor: Dr. Carmelino P. Bernadas CESO VI
 - Name of Agency/Organization and Location: Department of Education Biliran Division
 - Summary of Actual Duties
 - Responsible in performing clerical and administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responding to queries and performs other related functions.


LERMAFLOR G. NAPOLES
(Signature over Printed Name
of Employee/Applicant)

Date: January 12, 2024