

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

SURNAME	WENCESLAO-BAJAN		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	PRADO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/20/1999	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 CITY, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	11443 Centro House/Block/Lot No. Street N/A Maypatag Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.44 m	ZIP CODE	6521
8. WEIGHT (kg)	51 kg		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	11443 Centro House/Block/Lot No. Street N/A Maypatag Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121328067063		
12. PHILHEALTH NO.	132028444633		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	642-380-057-00000	20. MOBILE NO.	09922236629
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	michelle.bajan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BAJAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	PAÑAMOGAN			
OCCUPATION	LOCAL FARMER TECHNICIAN			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	WENCESLAO			
FIRST NAME	ANITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ORGE			
25. MOTHER'S MAIDEN NAME				
SURNAME	PRADO			
FIRST NAME	SOLEDAD			
MIDDLE NAME	CAJES			

(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	MAYPATAG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	VALEDICTORIAN
SECONDARY	CIABU NATIONAL HIGH SCHOOL (JUNIOR HIGH SCHOOL) BAYBAY CITY SENIOR HIGH SCHOOL (SENIOR HIGH SCHOOL)	SECONDARY EDUCATION	2012	2018	GRADUATED	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	NA	NA	NA	N/A	NA
COLLEGE	VISAYAS STATE UNIVERSITY (VSU) - MAIN CAMPUS	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE	2018	2022	GRADUATED	2022	CUM LAUDE
GRADUATE STUDIES	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC)	MASTER OF EDUCATION MAJOR IN NATURAL SCIENCE	08/26/2023	PRESENT	24 UNITS	N/A	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/16/24
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[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]

SIGNATURE		DATE	07/16/24
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[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)
	COMMUNICATION		Guest Speaker at the 7th Commencement Exercises in Ciabu National High School (MAY 30, 2024)		Philippine Association for Teachers and Educators (PAFTE)
	TIME MANAGEMENT		Guest Speaker at the Graduation and Completion Rites in Maypatag Elementary School (MAY 30, 2024)		
	ADAPTABILITY				
	COMPUTER SKILLS				
	WRITING SKILLS				
	LESSON PLANNING				
	READING				

SIGNATURE		DATE	07/16/24
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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. BAYRON S. BARREDO, EdD.</td> <td>Department of Teacher Education - Visayas State University (VSU) - Main Campus</td> <td>1037</td> </tr> <tr> <td>MARY ANGELICA A. VILLOCINO</td> <td>Visayas State University (VSU) Integrated High School</td> <td>1074</td> </tr> <tr> <td>ANGELICA NICOLE CASTRO</td> <td>HILAPNITAN BAYBAY CITY, LEYTE</td> <td>9552188656</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. BAYRON S. BARREDO, EdD.	Department of Teacher Education - Visayas State University (VSU) - Main Campus	1037	MARY ANGELICA A. VILLOCINO	Visayas State University (VSU) Integrated High School	1074	ANGELICA NICOLE CASTRO	HILAPNITAN BAYBAY CITY, LEYTE	9552188656
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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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: PRC ID</p> <p>ID/License/Passport No.: 2066963</p> <p>Date/Place of Issuance: 07/11/23</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">07/16/24</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	07/16/24	Date Accomplished								
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<p style="text-align: center;">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: 100px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													

PHOTO

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