

CS Form No. 212  
Revised 2017

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

ABENOJA

FIRST NAME

ALNEN

NAME EXTENSION (JR., SR)

N/A

MIDDLE NAME

CASULLA

3. DATE OF BIRTH  
(mm/dd/yyyy)

08/31/1997

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

HILONGOS, LEYTE

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.58

8. WEIGHT (kg)

55

9. BLOOD TYPE

A+

10. GSIS ID NO.

N/A

11. PAG-IBIG ID NO.

121279918688

12. PHILHEALTH NO.

13-025519042-4

13. SSS NO.

06-4392712-6

14. TIN NO.

761-116-917

15. AGENCY EMPLOYEE NO.

03-015-0369

17. RESIDENTIAL ADDRESS

N/A

House/Block/Lot No.

SITIO SAUB

Subdivision/Village

HINDANG

City/Municipality

N/A

Street

BULACAN

Barangay

LEYTE

Province

6523

18. PERMANENT ADDRESS

N/A

House/Block/Lot No.

SITIO SAUB

Subdivision/Village

HINDANG

City/Municipality

N/A

Street

BULACAN

Barangay

LEYTE

Province

6523

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09306173360

21. E-MAIL ADDRESS (if any)

1997aln57@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

NAME EXTENSION (JR., SR)

MIDDLE NAME

N/A

OCCUPATION

N/A

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

24. FATHER'S SURNAME

ABENOJA

FIRST NAME

ALVIN

NAME EXTENSION (JR., SR)

MIDDLE NAME

SERDIÑA

25. MOTHER'S MAIDEN NAME

CASULLA

FIRST NAME

NIMFA

MIDDLE NAME

ALSONADO

(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

From

To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

TABOK ELEMENTARY SCHOOL

N/A

2018

2010

N/A

2010

N/A

SECONDARY

HINDANG NATIONAL HIGH SCHOOL

N/A

2011

2014

N/A

2014

N/A

VOCATIONAL /  
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN  
AGRIBUSINESS

2015

2019

N/A

2019

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

MAY 11, 2023

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[illegible]

**V. WORK EXPERIENCE** (Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE	C. A.	DATE	MAY 11, 2023

MAY 11, 2023



## M. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator	
7. Topics Covered	
8. Key Takeaways	
9. Application in Current Role	
10. Overall Rating	

[illegible]

(Continue on separate sheet if necessary)


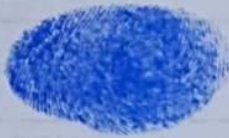
#### VIII. OTHER INFORMATION

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	(ALARM) Action Layte Amateur Radio Modulators - Volunteer
Graphic Design		
Interpersonal Skills		
Dancing		

(Continue on separate sheet if necessary)

SIGNATURE	<i>C.</i>	DATE	MAY 11, 2023
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<b>34.</b> 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)?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div>												
<b>35.</b> a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
<b>36.</b> Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div>												
<b>37.</b> 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?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div>												
<b>38.</b> 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?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div>												
<b>39.</b> Have you acquired the status of an immigrant or permanent resident of another country?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details (country): _____</div>												
<b>40.</b> 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?	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, please specify: _____</div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, please specify ID No: _____</div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div>If YES, please specify ID No: _____</div>												
<b>41. REFERENCES</b> (Person not related by consanguinity or affinity to applicant /appointee)													
<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>Renna G. Agudera</td><td>Brgy. Anahaw Hindang, Leyte</td><td>9071076714</td></tr><tr><td>Georma Z. Caverio</td><td>Brgy. Doos del Norte Hindang, Leyte</td><td>9985498197</td></tr><tr><td>Marilyn A. Cabal</td><td>Brgy. Doos del Norte Hindang, Leyte</td><td>9989633731</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Renna G. Agudera	Brgy. Anahaw Hindang, Leyte	9071076714	Georma Z. Caverio	Brgy. Doos del Norte Hindang, Leyte	9985498197	Marilyn A. Cabal	Brgy. Doos del Norte Hindang, Leyte	9989633731
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<b>42.</b> 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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div> <div>Government Issued ID: <b>TIN</b></div> <div>ID/License/Passport No.: <b>761-116-917</b></div> <div>Date/Place of Issuance: <b>01/24/2020</b></div>	<div style="text-align: center;"> Signature (Sign inside the box) <b>MAY 11, 2023</b> Date Accomplished</div>												
<div style="text-align: center;"> Right Thumbmark</div>													
<div style="display: flex; justify-content: space-between;"><div>SUBSCRIBED AND SWORN to before me this <b>MAY 11, 2023</b></div><div>affiant exhibiting his/her validly issued government ID as indicated above.</div></div> <div style="text-align: center; margin-top: 10px;"><div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>ATTY. GWEN ROSELYN A. CAYANAN</b> <b>PUBLIC ATTORNEY</b> <b>RESIDENCE: TO R.A. 4002</b></div><div style="margin-top: 10px;">Person Administering Oath</div></div>													



WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: January 18, 2021- Present
- Position: (GAD) Gender and Development Clerk
- Name of Office/Unit: Municipal Social Welfare and Development Office
- Immediate Supervisor: Mrs. Georma Z. Cavero
- Name of Agency/Organization and Location: Local Government Unit of Hindang, Hindang Leyte
- List of Accomplishments and Contributions (if any)
  - Performed duties assigned
  - Prepare reports as requested by the MSWDO
  - Provide administrative services to MSWDO
- Summary of Actual Duties
  - Assist and prepare documents for Emergency Shelter Assistance-Typhoon Odette
  - Assist and prepare documents for Emergency Housing Assistance Program (EHAP) Financial Assistance
  - Assist and prepare documents for Educational Assistance and LGU Scholarships
  - Assist the distribution of social pension for senior citizens
  - Assist & prepare documents, reports, venue for trainings conducted
  - Compile, sort and file records of all Payouts assisted.
  - Encode, format and edit office documents using computers
  - Do errand and other function as directed by MSWDO
  - Edit info graphs, certificates, activity tarpaulins & programs

- Duration: August 10, 2020 – September 29, 2020
- Position: Team Supervisor – Census of Population and Housing 2020
- Name of Office/Unit: Philippine Statistic Authority
- Immediate Supervisor: Rodolfo Novillo Jr
- Name of Agency/Organization and Location: Philippine Statistic Authority, Tacloban Leyte
- List of Accomplishments and Contributions (if any)
  - Performed duties assigned by the Head CAS
  - Performed other CPH-related duties that may be assigned from time to time by the CAS.
- Summary of Actual Duties
  - Serves as the link between the CAS, and EN on all matters about the CPH 2020 undertaking
  - Directly and closely supervise the EN during the listing, mapping, enumeration and CPH data collection operations to be completed on time.
  - Prepares, evaluates, signs and submits forms for CPH 2020
  - Closely supervise the work of the EN
  - Ensure the complete enumeration of all households and/or barangays in the EA
  - Help solve and report to the CAS problems encountered by the ENs

ALNEN  ABENOJA  
(Signature over Printed Name  
of Employee/Applicant)

Date: MAY 11, 2023