

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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)

2. SURNAME		BAROLA	
FIRST NAME		DINA	
MIDDLE NAME		SIMBLANTE	
3. DATE OF BIRTH (mm/dd/yyyy)		DECEMBER 29, 1996	
4. PLACE OF BIRTH		MAASIN CITY	
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:	
7. HEIGHT (m)		1.55	
8. WEIGHT (kg)		54	
9. BLOOD TYPE		0	
10. GSIS ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.		132516874787	
13. SSS NO.		0640172233	
14. TIN NO.		701-974-464	
15. AGENCY EMPLOYEE NO.			
21. E-MAIL ADDRESS (if any)		dinabarola024@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSES SURNAME				23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME				NAME EXTENSION (JR., SR)			
MIDDLE NAME							
OCCUPATION							
EMPLOYER/BUSINESS NAME							
BUSINESS ADDRESS							
TELEPHONE NO.							
24. FATHER'S SURNAME		BAROLA					
FIRST NAME		FEDERICO		NAME EXTENSION (JR., SR)			
MIDDLE NAME		GARCES					

25. MOTHER'S MAIDEN NAME							
SURNAME		SIMBLANTE					
FIRST NAME		FILOMENA					
MIDDLE NAME		CANO					

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	
ELEMENTARY		LARAY ELEMENTARY SCHOOL		ELEMENTARY GRAD		2003 2009		2009		2009			
SECONDARY		ICHON NATIONAL HIGH SCHOOL		HIGHSCHOOL GRAD		2009 2013		2013		2013			
VOCATIONAL / TRADE COURSE		NA		NA		NA NA		NA		NA			
COLLEGE		SAINT JOSEPH COLLEGE		BSBA MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT		2013 2017		2017		2017			
GRADUATE STUDIES		SAINT JOSEPH COLLEGE		18 UNITS OF PROFESSIONAL EDUCATION MAJOR IN SOCIAL STUDIES		Jan-23 Jun-23				2023			

SIGNATURE		DATE		November 19, 2024	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB PAY GRADE (if applicable) STEP (Format: 00-00V) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
07/17/2017	PRESENT	Office clerk/ HR Assistant	LADY OF ASSUMPTION ENTERPRISES INC.	PHP 13,000.00		PERMANENT	N

GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	RED CROSS - OCCUPATIONAL FIRST AID & BLS-CPR / AED 2023	5/5/2023			
International Seminar on Leadership & Office Administration	3/1/2024	3/1/0/2024	80 hrs		CPD/CFT Training Center (PRC Accredited)
Computer Skills Development Training : Improving Classroom Learning Thru ICT	02/15/24	02/24/24	80 hrs		CPD/CFT Training Center (PRC Accredited)
Career Development and Office System Administration in Schools	03/15/24	03/24/24	80 hrs		CPD/CFT Training Center (PRC Accredited)
Technical and Advisory Visit (TAV)	05/30/23	05/30/23	8 hrs		DOLE
Specialized Training on Graphic Design using Canva for Women	5/3/2024	7/3/2024	24 hrs		DICT
Receiving and Responding to Workplace Communication	03/21/24	03/21/24	8 hrs		TESDA
Conducting Competency Assessment	03/25/24	03/25/24	8 hrs		TESDA
Financial Statement Analysis & Auditing 101: Write aid of Microsoft Excel for Accountants & Non-Accountants	9/2/2024	9/2/2024	4 hrs		MST Connect (PRC Accredited)

VIII. OTHER INFORMATION

[illegible]**SIGNATURE**

DATE _____

NOVEMBER 19, 2024

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
Leonila Barola	Tunga-tunga, Maasin City	9175584859
Jergen Sy	Isagani, Maasin City	9685975075
Nancy Marzon	Macrohon, So. Leyte	9606628922

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 cases against me.

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

ID/License/Passport No.: 2144817

Date/Place of Issuance: 02/13/2024 | Maasin City

Signature (Sign inside the box)

DATE

Date Accomplished

PHOTO

Right Thumbmark

Person Administering Oath
