

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	BOJA		
FIRST NAME	KIZZY MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SAJA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/03/1999	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	PASAY CITY, METRO MANILA	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	NA BALLENER House/Block/Lot No. Street NA TABOK Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6523
8. WEIGHT (kg)	65		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	NA BALLENER House/Block/Lot No. Street NA TABOK Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6523
11. PAG-IBIG ID NO.	121312799824		
12. PHILHEALTH NO.	01-251481205-3		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	617-119-480-00000	20. MOBILE NO.	+639639170178
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	kizzymaeboja@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BOJA			
FIRST NAME	WILLIAM	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MADJOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	SAJA			
FIRST NAME	BRENDA			
MIDDLE NAME	TENIO		(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	TABOK ELEMENTARY SCHOOL	BASIC EDUCATION	06/04/2007	3/30/2012	GRADE 6	2012	8TH HONOR
SECONDARY	HINDANG NATIONAL HIGH SCHOOL	HUMANITIES AND SOCIAL SCIENCES	06/06/2016	04/04/2018	GRADE 12	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	08/01/2018	08/01/2018	4TH YEAR	2022	CUM LAUDE
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 21, 2023
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

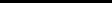
(Continue on separate sheet if necessary)

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)

SIGNATURE		DATE	DECEMBER 21, 2023
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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
		From	To	
	NA	NA	NA	NA

(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			
	ANNUAL STUDENT TEACHERS' CONVENTION	3/26/2022	3/26/2022	8.0	TECHNICAL	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS
	INSTRUCTIONAL RESOURCES IN REMOTE LEARNING	11/19/2021	11/19/2021	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY - DEPARTMENT OF TEACHER EDUCATION
	ASSESSMENT STRATEGIES IN FLEXIBLE LEARNING	10/14/2021	10/14/2021	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY - DEPARTMENT OF TEACHER EDUCATION
	TEACHING IN THE NEW NORMAL	9/24/2021	9/24/2021	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY - DEPARTMENT OF TEACHER EDUCATION

(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				INTERACT SOCIETY AUDITOR
	DATA ENTRY				
	WEB RESEARCH				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 21, 2023
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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____	
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☒ NO If YES, give details: _____	
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?	☐ YES ☒ NO If YES, give details: _____	
38. 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?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☒ NO If YES, give details (country): _____	
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☐ YES ☒ NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
JAY C. BANSALÉ	MACARTHUR, LEYTE	9489762630
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.		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PHILHEATH ID/License/Passport No.: 01-251481205-3 Date/Place of Issuance: 3/11/2022 - BAYBAY CITY, LEYTE	 Signature (Sign inside the box) 12/21/2023 Date Accomplished	 PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath		