

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 box ☐ () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABUSE. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MEJIA		
FIRST NAME	JENALYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GOÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	05/26/1997	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX			
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS	N/A
7. HEIGHT (m)	1,549	ZIP CODE	House/Block/Lot No.
8. WEIGHT (kg)	69		Street
9. BLOOD TYPE	B+		HIBUNAWAN
10. GSIS ID NO.	N/A		Subdivision/Village
11. PAG-IBIG ID NO.	N/A		Barangay
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	N/A
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No.
14. TIN NO.	372-753-482-000		Street
15. AGENCY EMPLOYEE NO.	N/A		N/A
			HIBUNAWAN
			Subdivision/Village
		19. TELEPHONE NO.	Barangay
		ZIP CODE	BAYBAY CITY
			LEVTE
			City/Municipality
			Province
			6521
20. MOBILE NO.	09359794239/09944371165	21. E-MAIL ADDRESS (if any)	jenalyngonia@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MEJIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JUNIFER	NAME EXTENSION (JR., SR)	ALTHEA JANE G. MEJIA	8/10/2015
MIDDLE NAME	DUPAL		ADRIELLA JOY G. MEJIA	03/28/20
OCCUPATION	OFW			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GOÑA			
FIRST NAME	JONATHAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ALMONICAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	DEITA			
FIRST NAME	VISITACION			
MIDDLE NAME	DETABLAN		(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)	YEAR GRADUATED	SCHOLARSHIP / ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	HIBUNAWAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2009	GRADUATE	2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	GRADUATE	2013	N/A

VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	2013	2018	GRADUATE	2018	DEAN LIST'S
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		February 5, 2024		

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]

<i>(Continue on separate sheet if necessary)</i>							
<i>SIGNATURE</i>				<i>DATE</i>	February 5, 2024		

VII. 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	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VIII. 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			
Computer Upskills Training: ICT Integration in the 21st Century Education	1/11/2023	11/15/2023	120 hours		Jan Angelo G. Morata- Director

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
READING	N/A	N/A
WATCHING DOCUMENTARIES	N/A	N/A
DANCING	N/A	N/A
COOKING	N/A	N/A



<i>(Continue on separate sheet if necessary)</i>		
<i>SIGNATURE</i>		<i>DATE</i>
		February 5, 2024

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<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over 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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p style="text-align: center;">FINISHED CONTRACT</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>If YES, give details: _____</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>If YES, give details (country):</p> <p>_____</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 9077), 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>If YES, please specify: _____</p> <p>If YES, please specify ID 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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ESTRELLA P. OQUIAS, Ed.D.-School Head, Gubang ES</td> <td>Brgy. Candadam Baybay Leyte</td> <td>09306767312</td> </tr> <tr> <td>MRS. SHIRLEY L. GODOY-Education Program Supervisor</td> <td>Brgy. Kolo Baybay Leyte</td> <td>09178148450</td> </tr> <tr> <td>MR. CHRISTIAN C. CALLEJA</td> <td>Brgy. Hibunawan Baybay Leyte</td> <td>09979239921</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ESTRELLA P. OQUIAS, Ed.D.-School Head, Gubang ES	Brgy. Candadam Baybay Leyte	09306767312	MRS. SHIRLEY L. GODOY-Education Program Supervisor	Brgy. Kolo Baybay Leyte	09178148450	MR. CHRISTIAN C. CALLEJA	Brgy. Hibunawan Baybay Leyte	09979239921
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID PRC ID</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">ID /License/Passport 1976834</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance March 3, 2023 /ORMOC PRC</td> <td style="padding: 2px;"></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		ID /License/Passport 1976834		Date/Place of Issuance March 3, 2023 /ORMOC PRC		<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center;">Right Thumbmark</p>				
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated

<i>Person Administering Oath</i>

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<i>Yes/No</i>	<i>Cstat</i>	<i>Gender</i>
<i>Yes</i>	<i>Single</i>	<i>Male</i>
<i>No</i>	<i>Married</i>	<i>Female</i>
	<i>Separated</i>	
	<i>Widowed</i>	