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

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		N/A if not applicable. DO NOT A	ABBREVIATE.		1. CS ID No.		(Do not illi up. i	For CSC use only)
2. SURNAME	PUNDAVELA							
FIRST NAME	DELLY JANE		NAME EXTENSION (JR., SR)					
MIDDLE NAME	LORENIO							
3. DATE OF BIRTH	09/24/1999	16. CITIZENSHIP		☑ Filinir	no \Box	Dual Citizenshin		
(mm/dd/yyyy)			☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization				ation	
4. PLACE OF BIRTH	DULAG,LEYTE	If holder of dual citizer	nship,	Pls. indicate country:				
5. SEX	☐ Male ☑ Female	please indicate the de	please indicate the details.					•
6 CIVIL STATUS	☑ Single ☐ Married	17. RESIDENTIAL ADDRESS	Hou	N/A se/Block/Lot No.			N/A Street	
	☐ Widowed ☐ Separated ☐ Other/s:			N/A			RIZAL	
7. HEIGHT (m)	1.6	1	Sub	division/Village DULAG			Barangay LEYTE	
8. WEIGHT (kg)	54	ZIP CODE	City/Municipality			Province 6505		
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS	N/A			N/A		
			House/Block/Lot No. N/A			Street RIZAL		
10. GSIS ID NO.	N/A	-	Sub	odivision/Village	е	Barang		
11. PAG-IBIG ID NO.	121310618714		Ci	DULAG ty/Municipality	DULAG //Municipality		LEYTE Province	
12. PHILHEALTH NO.	13-025590250-5	ZIP CODE		6505				
13. SSS NO.	06-4503361-0	19. TELEPHONE NO.	N/A			N/A		
14. TIN NO.	644227194	20. MOBILE NO.	09758528535			9758528535		
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	djl.pundavela@vsu.ed			ela@vsu.edu	.ph	
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and lis			list all) DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME	N/A	N/A NAME EXTENSION (JR., SR)		N/A			N/A	
MIDDLE NAME	N/A							
OCCUPATION	N/A	N/A						
EMPLOYER/BUSINESS NAME	N/A	N/A						
BUSINESS ADDRESS	N/A							
TELEPHONE NO.	N/A							
24. FATHER'S SURNAME	PUNDAVELA	LANGE STEERING AND ADD						
FIRST NAME	DARWIN	NAME EXTENSION (JR., SR)						
MIDDLE NAME	VERMUG							
25. MOTHER'S MAIDEN NAME								
SURNAME	LORENIO							
FIRST NAME	MELINDE							
MIDDLE NAME CAIDOY (Continue on separate sheet if necessary) II. EDUCATIONAL BACKGROUND								
						HIGHEST LEVEL/		SCHOLARSHIP/
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE		ATTENDANCE	UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS
				From	То			RECEIVED VALEDICTO
ELEMENTARY	RIZAL ELEMENTARY SCHOOL	ELEMENTARY		2006	2012		2012	RIAN
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	HIGH SCHOOL		2012	2018		2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A		N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE ENGINEERING	IN CIVIL	2018	2023		2023	COLLEGE HONOR
GRADUATE STUDIES	N/A	N/A		N/A	N/A		N/A	N/A
	(0	Continue on separate sheet if nece	essary)		l			I
SIGNATURE				DA	\TE			

	ERVICE ELIG	GIBILITY							
27. CARE		1080 (BOARD/ BAR) UNDER WS/ CES/ CSEE	RATING			LICENSE (if a	pplicable) Date of		
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			CONFERMENT			NUMBER	Validity		
RA 1080-C	IVIL ENGINEE	RING BOARD PASSER	79.3	11/17/2023- 11/18/2023	UNIVERSITY OF CER	BU-BANILAD	CAMPUS	0206432	09/24/2027
			(Con	tions on accorde about	4.6				
	EXPERIENCE			tinue on separate sheet					
	vate employme USIVE DATES	nt. Start from your recen	t work) Description	of duties should b	e indicated in the attache	ed Work Expe	SALARY/JOB/PAY		
	nm/dd/yyyy)	POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AG (Write in fu	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE	
From	То				(Write in full/Do not abbreviate)		INCREMENT		(Y/ N)
12/29/2023	08/29/2024	OFFICE ENG			ONSTRUCTION CORP.	15600.00		PERMANENT	N
7/21/2022	12/21/2023	CUSTOMER SERVICE R	EPRESENTATIVE	VIRTUAL	STAFFING,OPC	20000.00		PERMANENT	N
01/16/2025	05/23/2025	PART-TIME INS	TRUCTOR	VISAYAS S	TATE UNIVERISTY	17000.00		CONTRACTU AL	Υ
			/Ca	tinue on separate sheet	t if nacassary)				
SIGN	ATURE		Con	ao on soparate sileel	DATE				

VI. VOLU	UNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	T/PEOPLE/	VOLUNTARY	ORGANIZATI	ON/S	
29.	NAME & ADDRESS OF OI (Write in full)			VE DATES dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK
N/A			N/A	N/A	N/A	N/A	
VII I FA	ARNING AND DEVELOPMENT (L&D)		ntinue on separate		<i>'</i>)		
30.	TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full)	RVENTIONS/TRAINING PROGRAMS	INCLUSIVE ATTEN	E DATES OF NDANCE dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
BASIC OC	CCUPATIONAL SAFETY AND HEALTH TRA	INING	07/17/2024	7/18/2024	10-HOURS	TECHNICAL	DOLE REGION VIII
	VIRTUAL OJT PROG	RAM	10/21/2021	12/10/2021	64-HOURS	TECHNICAL	ENGINEER'S NETWORK TECHNICAL TRAINING INSTITUTE
	WORK IMMERSIO	DN	2017	2018	80-HOURS	FOUNDATION	TACLOBAN CITY DISASTER RISK
LISTON	IG PAMAYANAN COMMUNITY SIMULATIO	N DRILL FOR TSUNAMI TRAINING	02/26/2018	02/27/2018	16-HOURS	FOUNDATION	REDUCTION MANAGEMENT OFFICE REGIONAL TRAINING CENTER VIII
	STAAD FUNDAMENTALS	TRAINING	03/01/2025	03/08/2025	16-HOURS	TECHNICAL	
	SYNCHRO 4D PR	.0	07/03/2025	07/04/2025	16-HOURS	TECHNICAL	XSTRUCTURES
			0.700/2020	0.70 1/2020			XSTRUCTURES
		(Con	ntinue on separate	sheet if necessary	<i>'</i>)		
VIII. OT	HER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	JOURNALISTIC WRITING		SANGGUNIANG KABATAAN - BRGY. RIZAL				
		(Con	ntinue on separate	sheet if necessary			I
	SIGNATURE				D.	ATE	

34. Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES ☑	NO				
b. within the fourth degree (for Local Government Unit - C	☐ YES ☑ If YES, give details:					
35. a. Have you ever been found guilty of any administrative of	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: Date Filed: Status of Case/s:					
36. Have you ever been convicted of any crime or violation of by any court or tribunal?	☐ YES ☑ NO If YES, give details:					
37. Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination, 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 e Barangay election)?	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?					
39. Have you acquired the status of an immigrant or permane	☐ YES ☑ NO If YES, give details (country):					
 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) N 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897); a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	✓ YES					
41. REFERENCES (Person not related by consanguinity or affinity to applica	ant /appointee)					
NAME	ADDRESS	TEL. NO.	ID picture taken within			
ENGR. KATRINA CAMILLE MENDOZA	QUEZON CITY	9178751908	the last 6 months 4.5 cm. X 3.5 cm			
JOANNA ROSE CAJANO	MAHARLIKA HWY DRAGONBALL COMPOUND	9171802257	(passport size) Computer generated			
RINA A. QUINTANA	DULAG	9632452424	or photocopied picture is not acceptable			
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: PRC LICENSE						
ID/License/Passport No.: 0206432	oox)					
Date/Place of Issuance: 4/24/2024/PRC-TACLOBAN		Right Thumbmark				
SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated abov						
	th					