

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	ENOPIA		
FIRST NAME	JEZZA MAE		N/A
MIDDLE NAME	BAHINTING		
3. DATE OF BIRTH (mm/dd/yyyy)	05/13/2001	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MATI CITY, DAVAO ORIENTAL	If holder of dual citizenship, please indicate the details.	
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	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ HILUSIG Subdivision/Village _____ Barangay _____ MAHAPLAG LEYTE City/Municipality _____ Province _____
8. WEIGHT (kg)	74	ZIP CODE	6512
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ HILUSIG Subdivision/Village _____ Barangay _____ MAHAPLAG LEYTE City/Municipality _____ Province _____
10. GSIS ID NO.	N/A	ZIP CODE	6512
11. PAG-IBIG ID NO.	121354266029	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	1302-5650-2179	20. MOBILE NO.	09317300032
13. SSS NO.	06-4963951-5	21. E-MAIL ADDRESS (if any)	jezzamaebahintingenopia@gmail.com
14. TIN NO.	658-980-639-00000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	N/A		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ENOPIA			
FIRST NAME	FELIPE	JR.		
MIDDLE NAME	BASILISCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	BAHINTING			
FIRST NAME	GINA			
MIDDLE NAME	SOLIS			

(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	HILUSIG ELEMENTARY SCHOOL	PRIMARY	2008	2014	N/A	2014	VALEDICTORIAN
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	K-12/STEM	2014	2020	N/A	2020	WITH HIGH HONOR
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF BIOTECHNOLOGY MAJOR IN PLANT BIOTECHNOLOGY	2020	2024	N/A	2024	SaveCoconut Foundation, Inc.
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 21, 2025
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[illegible]






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	July 21, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES		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)					
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			
Transplanter's Operators Training	11/20/2024	11/21/2024	16	Technical	Kubota Philippines
EARTH BIOGENOME PROJECT: Philippine Efforts	4/10/2024	4/10/2024	2	Technical	Philippine Society of Biochemistry and Molecular Biology - Central Luzon Chapter
Getting into the ROOT of it: Physiological and Genetic Mechanisms of Lateral Root Formation for Drought Resilience of Rice	07/30/2024	07/30/2024	2	Technical	Philippine Society of Biochemistry and Molecular Biology - Central Luzon Chapter
Seminar 3: Enabling Biotechnological Innovations and Policies in Agriculture - Promoting Food Availability and Security	11/13/2023	11/13/2023	2	Technical	Agriculture & Food Systems Institute
Intensive Training on Mushroom and Spawn Cultivation	07/28/2023	07/30/2023	24	Technical	Center for Tropical Mushroom Research and Development - Central Luzon State University
Mushroom Clinic: Troubleshooting on The Technical Aspects of Mushroom Pharming	07/29/2023	07/29/2023	2	Technical	Center for Tropical Mushroom Research and Development - Central Luzon State University
Plant Tissue Culture Training	09/23/2022	09/23/2022	4	Technical	National Abaca Research Center - Visayas State University
(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)		
Laboratory Techniques: Gel electrophoresis, UV-Vis spectrophotometry, DNA extraction (human & plant), Tissue Culture, and colorimetric tests.	N/A		N/A		
Proficient in data entry and record keeping					
Proficient in Microsoft Office Suite, Rstudio, and ImageJ software.					
Programming: C and C++					
Detail-oriented					
Strong Work Ethics					
Good communication skills					
(Continue on separate sheet if necessary)					
SIGNATURE				DATE	July 21, 2025


<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Resignation, due to personal reasons. _____</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</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 8972), 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Engr. Remelyn R. Recoter</td> <td style="text-align: center;">Iloilo City</td> <td style="text-align: center;">(02)89298541</td> </tr> <tr> <td style="text-align: center;">Eduardo M. Villamor</td> <td style="text-align: center;">Cavite City</td> <td style="text-align: center;">9209171327</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Engr. Remelyn R. Recoter	Iloilo City	(02)89298541	Eduardo M. Villamor	Cavite City	9209171327			
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Eduardo M. Villamor	Cavite City	9209171327											
<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>													
<p><small>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</small></p> <p style="text-align: center;">PLEASE INDICATE ID Number and Date of Issuance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Government Issued ID:</td> <td>PhilHealth</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>13-025650217-9</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Ormoc City</td> </tr> </table>	Government Issued ID:	PhilHealth	ID/License/Passport No.:	13-025650217-9	Date/Place of Issuance:	Ormoc City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">July 21, 2025</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	July 21, 2025	Date Accomplished	<div style="text-align: center;">  PHOTO </div> <div style="text-align: center; margin-top: 20px;">  Right Thumbmark </div>	
Government Issued ID:	PhilHealth												
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Date/Place of Issuance:	Ormoc City												
													
Signature (Sign inside the box)													
July 21, 2025													
Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 300px; height: 20px; margin: 10px auto; text-align: center;"> Person Administering Oath </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

- Duration: September 9, 2024 – January 31, 2025
- Position: Sales Admin Assistant
- Name of Office/Unit: Sales Department
- Immediate Supervisor: Mary Rosena Capon Catindoy
- Name of Agency/Organization and Location: AIMS Agri Ventures, Inc., Libertad, Palo, Leyte
- Summary of Actual Duties
 - I am responsible for processing sales orders and invoices and ensuring accurate documentation to support smooth transactions. I assist with inventory and stock management by monitoring product availability and coordinating with the warehouse team. My role also involves handling customer inquiries, providing quotations, and facilitating order processing to maintain client satisfaction. Additionally, I maintain sales records, contracts, and reports while supporting the sales team with presentations and client communications. I assist in payment and billing processes by preparing billing statements and ensuring timely follow-ups for collections. Furthermore, I coordinate with suppliers and partners for order fulfillment and delivery while handling administrative tasks such as managing calls, emails, and other sales-related documentation.


JEZA MAE B. ENOPIA
(Signature over Printed Name
of Employee/Applicant)

Date: July 21, 2025



AIMS AGRI VENTURES, INC.
AGRI - INDUSTRIAL MACHINERY & EQUIPMENT

Main Office: Zone 7, Brgy. San Rafael, Cararayan, Naga City

☎ 0919-0074169 ✉ aavi.staff@gmail.com

Bicol Branches:

Tabuco, Naga City - 0907-0468313 | Pili, Camarines Sur - 0963-4508077
Daet, Camarines Norte - 054-721-1581 | Sorsogon City - 056-211-1192

Region 8 Branches:

Palo, Leyte - 0948-3595665
Abuyog, Leyte - 0919-2203930

CERTIFICATE OF EMPLOYMENT

This is to certify that **JEZZA MAE ENOPIA** has been employed with AIMS
Agri Ventures, Inc. — Palo Office as
Sales Admin Assistant from September 09, 2024 up to January 31, 2025.

This certificate is issued upon request of the above employee for whatever
purpose it may serve her.

Given this 5th day of June, 2025 at Zone 1, Brgy. Libertad, Palo, Leyte.


EDUARDO M. VILLAMOR
President