

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	VILLALUZ		
FIRST NAME	SHELLAMIE		NAME EXTENSION (JR., SR)
MIDDLE NAME	GARJAS		
3. DATE OF BIRTH (mm/dd/yyyy)	09/14/2001	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	ORMOC CITY	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:	17. RESIDENTIAL ADDRESS	SITIO GREENFIELD House/Block/Lot No. Street SAN ISIDRO Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.54	ZIP CODE	6541
8. WEIGHT (kg)	50		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	SITIO GREENFIELD House/Block/Lot No. Street SAN ISIDRO Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6541
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09300239038
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	villaluzshellamie@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S 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	VILLALUZ			
FIRST NAME	SAMUEL	SR.		
MIDDLE NAME	LAGUNA			
25. MOTHER'S MAIDEN NAME				
SURNAME	GARJAS			
FIRST NAME	DELIA			
MIDDLE NAME	EMPIMO		(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	LINAO CENTRAL SCHOOL	ELEMENTARY	2009	2014	GRADUATED	2014	FIFTH HONORABLE MENTION
SECONDARY	LINAO NATIONAL HIGH SCHOOL	HIGH SCHOOL	2014	2018	COMPLETED	2018	WITH HONORS
SENIOR HIGH	LINAO NATIONAL HIGH SCHOOL	ACCOUNTANCY, BUSINESS, AND MANAGEMENT	2018	2020	GRADUATED	2020	WITH HIGH HONORS
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOLOGY	2020	2024	GRADUATED	2024	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)


SIGNATURE		DATE	AUGUST 13, 2024
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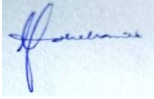
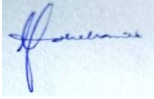

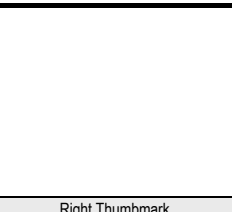

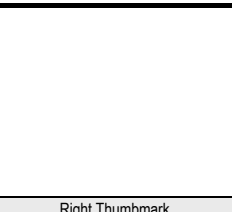
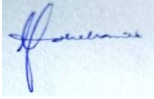

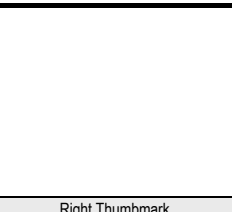
[illegible]

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

[illegible]

SIGNATURE		DATE	AUGUST 13, 2024
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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	POSITION / NATURE OF WORK	
		From	To			
	PEER FACILITATOR - LINAQ NATIONAL HIGH SCHOOL	10/12/2018	03/12/2019		PRESIDENT	
	SUPREME STUDENT GOVERNMENT - LINAQ NATIONAL HIGH SCHOOL	03/05/2019	02/18/2020		PRESIDENT	
	THE SEA BREEZE - LINAQ NATIONAL HIGH SCHOOL	06/17/2019	03/04/2020		WRITER/ EDITOR-IN-CHIEF	
(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			
	PREVENTION OF WILDLIFE TRAFFICKING	10/12/2022	10/12/2022	3.0	TECHNICAL	FIATA: TRAAFFIC INTERNATIONAL
	MOLECULAR EVOLUTIONARY ANALYSIS OF INDIGENOUS ANIMAL GENETIC RESOURCES CONTRIBUTING TO SUSTAINABLE AGRICULTURE IN SOUTHEAST ASIA AND ITS UTILIZATION: CHICKEN, PIGS, AND WILD ANIMALS	04/09/2023	04/09/2023	2.0	TECHNICAL	VISAYAS STATE UNIVERSITY - COLLEGE OF AGRICULTURE AND FOOD SCIENCE
	GENDER SENSITIVITY AND ANTI-SEXUAL HARASSMENT SEMINAR FOR OJT STUDENTS	06/26/2023	06/26/2023	3.0	MANAGERIAL	VISAYAS STATE UNIVERSITY - COLLEGE OF ARTS AND SCIENCES
(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)	
	WRITING				ORGANIZATION OF BIOLOGY STUDENTS - VISAYAS STATE UNIVERSITY	
	TRAVELLING				KABATAAN KONTRA DROGA AT TERORISMO	
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	AUGUST 13, 2024

<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> <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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARIMEL V. SENEFROTA</td> <td>BRGY. MABINI, ORMOC CITY</td> <td></td> </tr> <tr> <td>QUENNIE CERIALES</td> <td>BRGY. MILAGRO, ORMOC CITY</td> <td></td> </tr> <tr> <td>EUNICE KENEE L. SERINO</td> <td>BAYBAY CITY</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARIMEL V. SENEFROTA	BRGY. MABINI, ORMOC CITY		QUENNIE CERIALES	BRGY. MILAGRO, ORMOC CITY		EUNICE KENEE L. SERINO	BAYBAY CITY			
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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>															
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<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; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div>															