

# 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	ASOMBRADO		
FIRST NAME	JANNELLE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GONZALES		
3. DATE OF BIRTH (mm/dd/yyyy)		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		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	House/Block/Lot No. _____ Street _____ KAMBONGGAN Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	1.53 cm		
8. WEIGHT (kg)	42		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ KAMBONGGAN Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
10. GSIS ID NO.	NA		
11. PAG-IBIG ID NO.	121315561790		
12. PHILHEALTH NO.	132026308295		
13. SSS NO.	0645474088	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09700560115
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jannellegrey16@gmail.com

## 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	NAME EXTENSION (JR., SR)	COV DANIELLE A. GARGASIN	07/22/20
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ASUMBRADO			
FIRST NAME	JACINTO	JR.		
MIDDLE NAME	LOFRANCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GONZALES			
FIRST NAME	MYRNA			
MIDDLE NAME	PEÑA		(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	KAMBONGGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	N/A	2012	SALUTATORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL / VISAYAS STATE UNIVERSITY SENIOR HIGH SCHOOL	JUNIOR HIGH SCHOOL / SENIOR HIGHSCHOOL	2012 / 2016	2016 / 2018	N/A	2016 / 2018	TOP 7 / N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE	2018	2022	N/A	2022	MAGNA CUM LAUDE
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 10, 2023
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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]

<b>SIGNATURE</b>		<b>DATE</b>	JULY 10, 2023
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<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 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 checked="" type="checkbox"/> YES <input 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>MARLITO M. BANDE</td> <td>VISAYAS STATE UNIVERSITY</td> <td>563 7497</td> </tr> <tr> <td>GUIRALDO C. FERNANDEZ, JR.</td> <td>VISAYAS STATE UNIVERSITY</td> <td>9224009161</td> </tr> <tr> <td>KLEER JEANN G. LONGATANG</td> <td>VISAYAS STATE UNIVERSITY</td> <td>9507528084</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARLITO M. BANDE	VISAYAS STATE UNIVERSITY	563 7497	GUIRALDO C. FERNANDEZ, JR.	VISAYAS STATE UNIVERSITY	9224009161	KLEER JEANN G. LONGATANG	VISAYAS STATE UNIVERSITY	9507528084			
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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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>132026308295</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>MARCH 2022 / BAYBAY CITY</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:	132026308295	ID/License/Passport No.:		Date/Place of Issuance:	MARCH 2022 / BAYBAY CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">JULY 10, 2023</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	JULY 10, 2023	Date Accomplished	<div style="text-align: center;"> <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 5px;">Right Thumbmark</div>
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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="display: flex; justify-content: center; align-items: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 250px; height: 60px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 60px; height: 60px; background-color: black; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 150px; height: 40px; margin-top: 5px; text-align: center;"> <p>Person Administering Oath</p> </div> </div>																

WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

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 from most recent first.

- Duration: 5 months
- Position: Part-time instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Dr. Eliza D. Espinosa
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management , Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Facilitated learning using appropriate and innovative teaching strategies. These included but did not limit to powerpoint presentations, varied type of quizzes, test questionnaires with answer key and table of specifications.
  - Prepared learning materials for environmental courses necessary for the growth and development of the students.
  - Recorded and monitored grades of the students.
  - Prepared communication letters in case of conducting make-up classes.
  - Prepared monthly accomplishment reports.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

JANNELLE G. ASOMBRADO

(Signature over Printed Name  
of Employee/Applicant)

Date: JULY 10, 2023