

## 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	POSAS	
FIRST NAME	JULIET	NAME EXTENSION (JR., SR)
MIDDLE NAME	ESPERANZA	
3. DATE OF BIRTH (mm/dd/yyyy)	OCTOBER 02, 2000	16. CITIZENSHIP
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
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:	Pls. indicate country:
7. HEIGHT (m)	1.53	17. RESIDENTIAL ADDRESS
8. WEIGHT (kg)	63	House/Block/Lot No. KAABING Street
9. BLOOD TYPE	N/A	POMPONAN
10. GSIS ID NO.	N/A	Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121348583122	BAYBAY CITY LEYTE
12. PHILHEALTH NO.	13-250357003-7	City/Municipality Province
13. SSS NO.	N/A	18. PERMANENT ADDRESS
14. TIN NO.	N/A	House/Block/Lot No. KAABING Street
15. AGENCY EMPLOYEE NO.		POMPONAN
		Subdivision/Village Barangay
		BAYBAY CITY LEYTE
		City/Municipality Province
		6521
		19. TELEPHONE NO. N/A
		20. MOBILE NO. 09169455710
		21. E-MAIL ADDRESS (if any) juliet.esperanza@vsu.edu.ph

## 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	POSAS			
FIRST NAME	RENARIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PENETRADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ESPERANZA			
FIRST NAME	JULIETA			
MIDDLE NAME	LLONES			

(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	POMPONAN ELEM. SCHOOL	PRIMARY EDUCATION	2007	2013	GRADUATED	2013	
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL	2013	2017	GRADUATED	2017	
SENIOR HIGH	VISAYAS STATE UNIVERSITY	SENIOR HIGH SCHOOL	2017	2019	GRADUATED	2019	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF PHYSICAL EDUCATION	2019	2023	GRADUATED	2023	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 05, 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	FEBRUARY 05, 2025



**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		
	CATECHIST	2015	PRESENT	MAX. HRS.	CATECHIST
	COMMISSION ON YOUTH, POMPONAN PARISH	2010	PRESENT	MAX. HRS.	EDUCATION
	LECTORS AND COMMENTATORS, POMPONAN PARISH	2010	PRESENT	MAX. HRS.	READER

(Continue on separate sheet if necessary)

**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

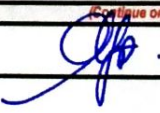
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Diocesan School Year Catechist Refresher Seminar 2024	06/24/2024	06/25/2024	14		Bishop's Residence Compound, Asuncion, Maasin City
	Diocesan Summer Catechist Refresher Seminar 20224	04/05/2024	04/06/2024	14		Holy Child Parish, Bato Leyte
	Training/Workshop on Advanced Microsoft Excel Functions and Shortcuts for Financial Transaction Processing and Reporting Workshop	11/28/2023	11/28/2023	4		Visayas State University
	Diocesan School Year Catechist Refresher Seminar 2023	08/07/2023	08/08/2023	14		Bishop's Residence Compound, Asuncion, Maasin City
	Student Teaching Internship Course at MAPEH Department - Baybay National High School	03/07/2023	05/15/2023	360		Baybay National High School
	Gender Equality, Disability, and Social Inclusions: Child Centered Teaching Strategies	04/14/2023	04/14/2023	4		Visayas State University
	Sports Clinic: Organizing, Managing, and Officiating Competition	04/03/2023	04/03/2023	8		Visayas State University
	Gender Equality and Inclusive Society	03/24/2023	03/24/2023	4		Baybay National High School
	Leaving No One Behind	03/17/2023	03/17/2023	4		Baybay National High School
	Diocesan School Year Catechist Refresher Seminar 2022	07/31/2022	08/01/2022	14		Bishop's Residence Compound, Asuncion, Maasin City

(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)
	INTERPERSONAL SKILLS		N/A		COMMISSION ON YOUTH
	MICROSOFT SKILLS		N/A		COMMISSION ON YOUTH

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 05, 2025
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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,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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 any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): \_\_\_\_\_

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:

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
SHEILA O. SOLIANO	BAYBAY CITY LEYTE	9756916709
JASPER PAUL YCOY	MAKINHAS BAYBAY CITY LEYTE	9606647958
EDILBERTO A. ARTIGA JR. II	BAYBAY CITY LEYTE	9120388261

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.



POSAS, JULIET E.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Professional Identification Card

ID/License/Passport No.: 2200952

Date/Place of Issuance: 06/27/2024

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath