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 (Do not fill up. For CSC use only) 1. CS ID No. Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2 SURNAME ALESNA VAME EXTENSION (JR., SR) FIRST NAME CATHERINE MIDDLE NAME PALOMA 3. DATE OF BIRTH 9/21/1999 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: MAASIN CITY 4 PLACE OF BIRTH please indicate the details ☐ Male 5. SEX ✓ Female R. GARCES ST. ☐ Married 208 ☑ Single 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lat No ☐ Widowed Separated N/A TUNGA-TUNGA Other/s: Subdivision/Village Barangay SOUTHERN LEYTE MAASIN CITY 7. HEIGHT (m) 1.56m City/Municipality Province 44kg 8. WEIGHT (kg) 6600 ZIP CODE R. GARCES ST. 18. PERMANENT ADDRESS 208 9. BLOOD TYPE A+ House/Block/Lat No TUNGA-TUNGA N/A 10. GSIS ID NO. NIA Subdivision/Village MAASIN CITY SOUTHERN LEYTE 11. PAG-IBIG ID NO. 121306382382 City/Municipality Province 12. PHILHEALTH NO. 13-251675184-7 ZIP CODE 6600 06-4456906-2 13 SSS NO 19. TELEPHONE NO. N/A 14. TIN NO 777-475-816 0955 361 2431 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) alesna.careers@gmail.com 22. SPOUSE'S SURNAME N/A DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) AME EXTENSION (JR., SR) N/A N/A FIRST NAME NA N/A MIDDLE NAME N/A OCCUPATION EMPLOYER/BUSINESS NAME NIA N/A **BUSINESS ADDRESS** NIA TELEPHONE NO. 24. FATHER'S SURMANE ALESNA WHE EXTENSION (JR., SR) FIRST NAME EDGARDO BRIONES MIDDLE NAME MOTHERS MAIDEN WAILE SURNAME PALOMA FIRST NAME CELESTINA MACALDO MIDOLE NAME

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ELEMENTARY	MAASIN CENTRAL SCHOOL	ELEMENTARY	2006	2012	GRADUATED	2012	7TH HONORABLE MENTION
SECONDARY	SAINT JOSEPH COLLEGE	SENIOR HIGH SCHOOL	2012	2018	GRADUATED	2018	WITH HIGH HONOR
VOCATIONAL / TRADE COURSE	N/A	/ NA	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BACHELOR OF SCIENCE IN PSYCHOLOGY	2018	2022	GRADUATED	2022	CUM LAUDE / DOST SCHOLARSHIP
GRADUATE STUDIES	N/A	NA .	N/A	N/A	N/A	N/A	N/A
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CS FORM 212 (Revised 2017). Page 1 of 4

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				(Write in full/D	CY / OFFICE / COMPANY o not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format '00-0')	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
9/5/2022	4/21/2023	HUMAN RESOURCE			MULTIPURPOSE		INCREMENT		
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NAME & ADDRESS OF ORGANIZATION	INCLUST	VE DATES			
(Write in full)	From	klyyyy) To	MUMBER OF HOURS		POSITION / NATURE OF WORK
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II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PI		DATES OF			
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Wate in full)	ATTEN	IDANCE (d/yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
A STATE OF THE STA	From	To		TechnicalAric)	
FINANCIAL, CREDIT AND RISK MANAGEMENT	9/30/2022	10/1/2022	16 HRS	TECHNICAL	VICTO NATIONAL CO-OPERATIVE FEDERATION AND DEVELOPMENT CENTER
GOVERNANCE AND MANAGEMENT OF COOPERATIVES	9/28/2022	9/29/2022	16 HRS	TECHNICAL	VICTO NATIONAL CO-OPERATIVE FEDERATION AND DEVELOPMENT CENTER
SCHOLAR'S VALUES FORMATION PROGRAM	3/18/2022	3/18/2022	4 HRS	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY- SCIENCE EDUCATION INSTITUTE (DOST-SEI)
21ST CENTURY: RECALIBRATING LEADERS IN THE WORKPLACE	11/20/2021	11/20/2021	2 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
COMPENSATION AND PAYROLL ADMINISTRATION	11/13/2021	11/13/2021	3 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
BECOMING A CATALYST LEADER	10/23/2021	10/23/2021	2 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
STRATEGIC HR MANAGEMENT	10/16/2021	10/16/2021	3 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
WHAT'S BEHIND THE BOX: THE FUNCTION AND GOALS OF HUMAN RESOURCES	9/25/2021	9/25/2021	2 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
FINANCIAL LITERACY AWARENESS SEMINAR	9/18/2021	9/18/2021	2 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
TALENT & SOURCING SPECIALIST (INDUSTRIAL INTERNSHIP)	9/17/2021	11/20/2021	300 HRS	TECHNICAL	HR PRIMO MANAGEMENT SERVICES
CLINICAL INTERNSHIP	7/12/2021	9/4/2021	200 HRS	TECHNICAL	PSYCHE SOLUTION PSYCHOLOGICAL SERVICES
MANAGING CHANGE AND TRANSITION: HOW CORPORATE RESILIENCY RESPONDS TO GLOBAL THREAT	3/20/2021	3/20/2021	2 HRS	TECHNICAL	UNIVERSITY OF SAN JOSE-RECOLETOS - DEPARTMENT OF PSYCHOLOGY AND LIBRARY
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III. OTHER INFORMATION			<b>《</b> ] [ ] [ ]		
31. SPECIAL SKILLS and HOBBIES 32. NON-	ACADEMIC DISTIN	CTIONS/RECOG	ENITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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	Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate su				
	Bureau or Department where you will be apppointed, a. within the third degree?		□ YES ☑	vo	
	b. within the fourth degree (for Local Government Unit - Career	Employees)?	☐ YES ☑		
			If YES, give details:		
15.	a. Have you ever been found guilty of any administrative offens	67	☐ YES ☑	NO	
+			If YES, give details:		
	b. Have you been criminally charged before any court?		YES 2	NO	
			If YES, give details: Date Filed:		
	anthonic and the state of the s		Status of Case/s:		
36	Have you ever been convicted of any crime or violation of any L court or tribunal?	YES  NO If YES, give details:			
37.	Have you ever been separated from the service in any of the fo dropped from the rolls, dismissal, termination, end of term, finis	YES NO If YES, give details:			
	the public or private sector?		- Great details.		
	<ul> <li>a. Have you ever been a candidate in a national or local election</li> <li>Barangay election)?</li> </ul>	☐ YES ☑ NO If YES, give details:			
	<ul> <li>b. Have you resigned from the government service during the ti election to promote/actively campaign for a national or local car</li> </ul>		☐ YES ☑ NO If YES, give details:		
39.	Have you acquired the status of an immigrant or permanent res	YES [	NO untry):		
	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna and (c) Solo Parents Welfare Act of 2000 (RA 8972), please an			Services Fred Fr	
	Are you a member of any indigenous group?		☐ YES [ If YES, please specify:	☑ NO	
	Are you a person with disability?	A Part of the Control		✓ NO	
			If YES, please specify ID		
	Are you a solo parent?		☐ YES If YES, please specify ID N	☑ NO 1o:	
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /ap	pointee)			
	NAME	ADDRESS	TEL. NO.		
	MS. ALMA O. ABARRO (HR MGRJASST. GEN MGR. OF TEXTON ENTRE MULTIPURPOSE COOPERATIVE)	CEBU CITY, CEBU	09195521178	5 = 1	
	MS. CRISTINA CODILLA, CHRP	MUNTING LIDA COTY METEO MANUA	09123626653		
		MUNTINLUPA CITY, METRO MANILA	0012002000		
	(PRESIDENTIZEO OF HR PRIMO MANAGEMENT SERVICES)  MR. LEO ANTIPORTA, RPsy, Ph.D (Cand.) (CHARMAN OF PSYCHOLOGY DEPARTMENT, USUR)	CEBU CITY, CEBU	253-7900-326	FA	
	PRESIDENTICEO OF HR PRIMO MANAGEMENT SERVICES)  MR. LEO ANTIPORTA, RPsy, Ph.D (Cand.)	CEBU CITY, CEBU  Personal Data Sheet which is a true, correct regulations of the Republic of the Philipp te the contents stated herein.	253-7900-326 ct and complete ines. I authorize agree that any	ALESNA, CATHERINE P.	
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## WORK EXPERIENCE SHEET

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

- 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: September 05, 2022 April 21, 2023
- · Position: Human Resource Assistant
- Name of Office/Unit: Human Resource Department
- Immediate Supervisor: Ms. Alma O. Abarro
- Name of Agency/Organization and Location: Tekton Entre Multipurpose Cooperative, Cebu City
  - List of Accomplishments and Contributions (if any)
    - o N/A
  - Summary of Actual Duties
    - Responsible for the daily administrative and HR duties of Tekton EMPC. Assist with recruitment, record, organizing and maintenance, basic functions relative to customer service, and act as liaison to government agencies (SSS, PHILHEALTH, PAG-IBIG, & BIR) and timekeeping for payroll processing.
- 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

(Signature over Printed Name of Employee/Applicant)

Date: August 23, 2023