

# 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	ALESNA		
FIRST NAME	CATHERINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PALOMA		
3. DATE OF BIRTH (mm/dd/yyyy)	9/21/1999	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	MAASIN CITY	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)	1.56m	17. RESIDENTIAL ADDRESS	208 R. GARCES ST. House/Block/Lot No. Street N/A TUNGA-TUNGA Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE City/Municipality Province 6600
8. WEIGHT (kg)	44kg	ZIP CODE	6600
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	208 R. GARCES ST. House/Block/Lot No. Street N/A TUNGA-TUNGA Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE City/Municipality Province 6600
10. GSIS ID NO.	N/A	ZIP CODE	6600
11. PAG-IBIG ID NO.	121306382382	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-251675184-7	20. MOBILE NO.	0955 361 2431
13. SSS NO.	06-4456906-2	21. E-MAIL ADDRESS (if any)	alesna.careers@gmail.com
14. TIN NO.	777-475-816		
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	NAME EXTENSION (JR., SR)	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	ALESNA			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BRIONES			
25. MOTHER'S MAIDEN NAME				
SURNAME	PALOMA			
FIRST NAME	CELESTINA			
MIDDLE NAME	MACALDO			

(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	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	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	68/10/2023
-----------	---	------	------------







# VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		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			
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

(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)
DRAWING / PAINTING	N/A	JOSENIAN ASSOCIATION OF PSYCHOLOGY STUDENTS
PLAYING INSTRUMENTS (GUITAR, KEYBOARD)		CFC- YOUTH FOR CHRIST
READING BOOKS		

(Continue on separate sheet if necessary)

SIGNATURE	<i>Cathy Alvarado</i>	DATE	08/16/2023
-----------	-----------------------	------	------------



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.
MS. ALMA O. ABARRO (HR MGR./ASST. GEN MGR. OF TEKTON ENTRE MULTIPURPOSE COOPERATIVE)	CEBU CITY, CEBU	09195521178
MS. CRISTINA CODILLA, CHRP (PRESIDENT/CEO OF HR PRIMO MANAGEMENT SERVICES)	MUNTINLUPA CITY, METRO MANILA	09123626653
MR. LEO ANTIPIORTA, RPsy, Ph.D (Cand.) (CHAIRMAN OF PSYCHOLOGY DEPARTMENT, USJR)	CEBU CITY, CEBU	253-7900-326

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.



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

Government Issued ID: TIN

ID/License/Passport No.: 777-475-816-0000

Date/Place of Issuance: 05/07/2021/BIR-MAASIN CITY

Signature (Sign inside the box)

08/16/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this August 16, 2023, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 572

Page 168

Book 863

of 2

CITY DON VALDE SALA

Public Attorney I

(Pursuant to R.A. 9406)

Person Administering Oath



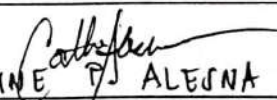
## WORK EXPERIENCE SHEET

**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: 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)
  - 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

  
 CATHERINE T. ALEGNA  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: August 23, 2023