

# 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	MOLLENO		
FIRST NAME	GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LUBAY	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	10/13/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BIÑAN, LAGUNA	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	LOTIT RESIDENCE    SITIO GASA House/Block/Lot No    Street Subdivision/Village    Barangay BAYBAY CITY    LEYTE City/Municipality    Province ZIP CODE    6521
7. HEIGHT (m)	1.5	18. PERMANENT ADDRESS	LOTIT RESIDENCE    SITIO GASA House/Block/Lot No    Street Subdivision/Village    Barangay BAYBAY CITY    LEYTE City/Municipality    Province ZIP CODE    6521
8. WEIGHT (kg)	60	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O+	20. MOBILE NO.	09458535274 / 09494046179
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	gracelubay.molleno@gmail.com
11. PAG-IBIG ID NO.	121037570927		
12. PHILHEALTH NO.	080509858644		
13. SSS NO.	0420542614		
14. TIN NO.	271651611001		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MOLLENO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MICHAEL ALFREDO	NAME EXTENSION (JR., SR)	MYFANWY GRACHAEL L. MOLLENO	03/20/2013
MIDDLE NAME	VILLARETE			
OCCUPATION	PRODUCTION OPERATOR			
EMPLOYER/BUSINESS NAME	TOYOTA BOSHOKU PHILIPPINES CORPORATION			
BUSINESS ADDRESS	TECHNOPARK, BIÑAN, LAGUNA			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LUBAY			
FIRST NAME	FELIPE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIGMAN			
25. MOTHER'S MAIDEN NAME	JULIETA ALMODOVAR STA. ANA			
SURNAME	LUBAY			
FIRST NAME	JULIETA			
MIDDLE NAME	STA. ANA		(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	Regina Coeli School, Inc.		1998	2004		2004	5 <sup>th</sup> Honor, Best in Math
SECONDARY	Science and Technology High School		2004	2008		2008	Valedictorian, Best in Math, Best in English
VOCATIONAL / TRADE COURSE	Trimex Institute of Science and Technology	Hotel and Restaurant Services	2010	2012	75		Barangay Scholar
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2015	2019		2019	Magna Cum Laude, Tulungdunong Scholar
GRADUATE STUDIES	Visayas State University	Masters of Management	2019	present	24		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	August 6, 2021
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## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

#### 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)

<b>SIGNATURE</b>		<b>DATE</b>	<b>August 06, 2021</b>
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<b>SIGNATURE</b>		<b>DATE</b>	<b>August 06, 2021</b>
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<b>SIGNATURE</b>		<b>DATE</b>	<b>August 06, 2021</b>
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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)		POSITION / NATURE OF WORK
		From	To	
	Theatre Arts Club of Santa Rosa Science & Technology High School	06/29/2007	06/30/2008	6h/w Actress
	Society of Agribusiness Students in Visayas States University	10/20/2015	06/14/2019	Member
	Kabalikat Chicom	06/21/2017	12/31/2018	Member

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

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			
	Strategic Marketing for Inclusive and Sustainable Agribusiness	03/25/2018	03/25/2018	8.0	Participant	Department of Business Management, Visayas State University, Baybay City, Leyte
	Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning	04/24/2018	04/24/2018	8.0	Participant	Negosyo Center Baybay, Department of Trade and Industry
	Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Lhwayway Marketing Corporation, Profoods International Corporation, and etc. Susing's Guitar Factory	04/05/2018	05/05/2018	48.0	Participant	Department of Business Management, Visayas State University, Baybay City, Leyte
	Breaking the Limits: Be an Effective Speaker	11/27/2018	11/27/2018	8.0	Participant	Department of Business Management, Visayas State University, Baybay City, Leyte
	Success Story Writing Skills and Digital Literacy Training	09/10/2019	09/12/2019	24.0	Participant	Department of Trade and Industry
	Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors	09/30/2019	10/01/2019	16.0	Participant	Department of Trade and Industry
	Rapid Growth Orientation, Green and Gender Responsive Value Chain Analysis (GGRVCA) and Social Media Workshop	11/18/2019	11/20/2019	24.0	Participant	Department of Trade and Industry
	Small Business Counselors Course 101: Diagnosing an Enterprise	11/25/2019	11/29/2019	40.0	Participant	University of the Philippines - Institute for Small Scale Industries (ISSI)
	Simplified Bookkeeping for Non-accountants and eBIR forms Seminar	03/26/2021	03/26/2021	8.0	Facilitator	Negosyo Center-VSU, Baybay, Department of Trade and Industry
	Product Pricing and Costing with Current Good Manufacturing Practices	03/29/2021	03/29/2021	8.0	Resource Person	Negosyo Center Hilongos, Department of Trade and Industry
	Entrepreneurial Minsetting and Negosyo Center Services	05/07/2021	05/07/2021	8.0	Resource Person	Negosyo Center Baybay, Department of Trade and Industry
	Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum	05/19/2021	06/17/2021	8.0	Resource Person	Negosyo Center Matalom, Department of Trade and Industry
	Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop	08/05/2021	08/06/2021	16.0	Resource Person	Local Government Unit of Baybay, Negosyo Center Baybay, Department of Trade and Industry

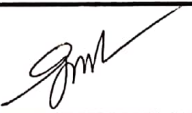
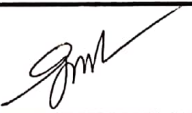
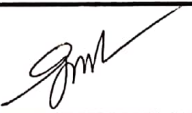


(Continue on separate sheet if necessary)

### VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Microsoft Office / Open Office		
Driving (Restriction 1)		
Organizational capacity building using organizational capacity assessment (OCA) tool		
Good in Filipino, English, Cebuano; and basic knowledge in Waray		
General agribusiness management		
Interpersonal and leadership skills		
Public Speaking		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/06/2021
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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> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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 checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>End of Contract</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Milagros E. Bales, PhD</td> <td>Visayas State University, Baybay City, Leyte</td> <td>09424814524</td> </tr> <tr> <td>Elvira E. Ongy, MM</td> <td>Visayas State University, Baybay City, Leyte</td> <td>09164826292</td> </tr> <tr> <td>Antonio P. Abamo, PhD</td> <td>Visayas State University, Baybay City, Leyte</td> <td>09209835693</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Milagros E. Bales, PhD	Visayas State University, Baybay City, Leyte	09424814524	Elvira E. Ongy, MM	Visayas State University, Baybay City, Leyte	09164826292	Antonio P. Abamo, PhD	Visayas State University, Baybay City, Leyte	09209835693
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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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></td> </tr> <tr> <td>Government Issued ID: H12-15-002745</td> </tr> <tr> <td>ID/License/Passport No.:</td> </tr> <tr> <td>Date/Place of Issuance: 10/13/2018 / Baybay, Leyte</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b>	Government Issued ID: H12-15-002745	ID/License/Passport No.:	Date/Place of Issuance: 10/13/2018 / Baybay, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            August 06, 2021            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) August 06, 2021 Date Accomplished							
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <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; height: 60px; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p> </div> <div style="width: 50%; text-align: center;">             PHOTO              Right Thumbmark         </div> </div>													