

# 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	FERNANDEZ		
FIRST NAME	ELENITA MAE		NAME EXTENSION (JR., SR)
MIDDLE NAME	DADOR		
3. DATE OF BIRTH (mm/dd/yyyy)	01/16/1999	16. CITIZENSHIP	
4. PLACE OF BIRTH	MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details	Pls. indicate country:
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	SAN ISIDRO
			House/Block/Lot No. Street
			POBLACION ZONE 6
			Subdivision/Village Barangay
7. HEIGHT (m)			BAYBAY CITY LEYTE
8. WEIGHT (kg)		ZIP CODE	City/Municipality Province
			6521
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	PUROK 1
10. GSIS ID NO.	N/A		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	121270237204		SAN ISIDRO
12. PHILHEALTH NO.	1302-5555-6550	ZIP CODE	Subdivision/Village Barangay
			MAHAPLAG LEYTE
			City/Municipality Province
			6512
13. SSS NO.	34-9367055-2	19. TELEPHONE NO.	N/A
14. TIN NO.	745-318-608	20. MOBILE NO.	09510449803
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	elenita.fernandez@vsu.edu.ph

## 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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	FERNANDEZ		N/A	N/A
FIRST NAME	ISIDRO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	TANAJORA		N/A	N/A
25. MOTHER'S MAIDEN NAME	DADOR		N/A	N/A
SURNAME	FERNANDEZ		N/A	N/A
FIRST NAME	THERESITA		N/A	N/A
MIDDLE NAME	N/A		(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	SAN ISIDRO ELEMENTARY SCHOOL	PRIMARY EDUCATION	#####	7/3/2011	N/A	2011	N/A
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL - LOWER CAMPUS	SECONDARY EDUCATION	7/8/2011	5/6/2015	N/A	2015	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF ARTS IN ENGLISH LANGUAGE	08/23/2015	06/14/2019	N/A	2019	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	MASTER OF SCIENCE IN LANGUAGE TEACHING	03/20/2020	3/8/2020	N/A	2023	LATIN SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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.*

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	

<i>SIGNATURE</i>		<i>DATE</i>	
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DATE \_\_\_\_\_

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

23	NAME & ADDRESS OF ORGANIZATION (Write in Full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	ASIA EAST SOUTH PACIFIC (DYNAMIC CHURCH PLANTING)	8/1/2025	9/1/2025	16 HOURS	CHURCH PLANTER
	COMMUNITY OUTREACH PROGRAM at MONTERICO ELEMENTARY SCHOOL	12/21/2024	12/21/2024	N/A	VOLUNTEER
	COMMUNITY OUTREACH PROGRAM at Guadalupe, Baybay	07/24/2022	07/24/2022	N/A	VOLUNTEER

(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)

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____</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>If YES, give details: _____</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>If YES, give details (country):</p> <p>_____</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>If YES, please specify: _____</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ANNIE A. PARMIS-AMORGANDA	BAYBAY, LEYTE	<a href="mailto:parmisannie@gmail.com">parmisannie@gmail.com</a>
MARICAR POSAS	BAYBAY, LEYTE	91551992609
SHEENA MAE P. LUBRIO	BAYBAY, LEYTE	<a href="mailto:sheenamae.lubrio@osu.edu.ph">sheenamae.lubrio@osu.edu.ph</a>

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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	
Government Issued ID:	PASSPORT
ID/License/Passport No.:	P3552033C
Date/Place of Issuance:	12 MAR 2023 DFA TACLOBAN

Signature (Sign inside the box)
Date Accomplished

ID picture taken within the last 6 months  
3.5cm X 4.5cm (passport size)  
  
 With full and handwritten name tag and signature over printed name  
  
 Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

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

Person Administering Oath