

# 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	ALAJAS		
FIRST NAME	ERNA MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	VISCARA		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 3, 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	MAHAPLAG, LEYTE	If holder of dual citizenship, 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:	17. RESIDENTIAL ADDRESS	MAHARLIKA House/Block/Lot No. Street PARIL Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province 6512
7. HEIGHT (m)	150	ZIP CODE	6512
8. WEIGHT (kg)	60		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	MAHARLIKA House/Block/Lot No. Street PARIL Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province 6512
10. GSIS ID NO.	NONE	ZIP CODE	6512
11. PAG-IBIG ID NO.	920299957706		
12. PHILHEALTH NO.	13-250660192-8		
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	749-528-813-000	20. MOBILE NO.	09367390501
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:erna.alajas@vsu.edu.ph">erna.alajas@vsu.edu.ph</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		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	ALAJAS		N/A	N/A
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	TONALETE		N/A	N/A
25. MOTHER'S MAIDEN NAME	ESTERLITA SALILI VISCARA		N/A	N/A
SURNAME	VISCARA		N/A	N/A
FIRST NAME	ESTERLITA		N/A	N/A
MIDDLE NAME	SALILI		(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	MAHAPLAG CENTRAL SCHOOL	ELEMENTARY GRADUATE	06/03/2005	04/16/2011	GRADUATE	2011	SECOND HONORABLE MENTION

SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL - UPPER	HIGH SCHOOL GRADUATE	06/05/2011	03/26/2015	GRADUATE	2015	SALUTATORIAN
VOCATIONAL / TRADE COURSE	NONE	NONE	NONE	NONE	N/A	NONE	NONE
COLLEGE	VISAYAS STATE UNIVERSITY	BSED - FILIPINO	06/01/2015	06/14/2019	GRADUATE	2019	CUM LAUDE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MAED-FLT	06/19/2021	PRESENT	24UNITS	ONGOING	N/A
(Continue on separate sheet if necessary)							
<b>SIGNATURE</b>			<b>DATE</b>		AUGUST 30, 2022		

#### IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	LICENSURE EXAMINATION FOR TEACHERS	83.2	SEPTEMBER 29,2019	TACLOBAN CITY, LEYTE	1842108	01/10/2020
	CIVIL SERVICE ELIGIBILITY		JUNE 14, 2019	PALO, LEYTE	100108190456	07/29/2019

(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>	AUGUST 30, 2022
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)
	<b>COMPUTER SKILLS</b>				<b>CFC-SINGLES FOR CHRIST</b>


(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	AUGUST 30, 2022
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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? b. within the fourth degree (for Local Government Unit - Career Employees)?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> If YES, give details: _____  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?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> 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?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> 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)?  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?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> If YES, give details: _____  If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> 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? b. Are you a person with disability? c. Are you a solo parent?	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           ID picture taken within the last 6 months            3.5 cm. X 4.5 cm            (passport size)         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           With full and handwritten name tag and signature over printed name         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           Computer generated or photocopied picture is not acceptable         </div> PHOTO
NAME	ADDRESS	TEL. NO.	
SHALOM GRACE C. SUGANO	Baybay City, Leyte	9753403552	
JOEL Q. MABALHIN	Liloan, Southern Leyte	63535637527	
ROSARIO P. ABELA	Baybay City, Leyte	9183641159	
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	<div style="border: 1px solid black; padding: 20px; margin: 0 auto; width: 80%;"> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           Signature (Sign inside the box)         </div>	Government Issued ID: <b>PRC</b>
ID/License/Passport No.: <b>1842108</b>		Date/Place of Issuance: <b>04/10/2020 Tagbayan City</b>
Signature (Sign inside the box)		
AUGUST 30, 2022		

Date/Place of issuance: 07/10/2020 Tacloban City

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