

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. CG ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	PENING		NAME EXTENSION (JR., SR)	N/A
FIRST NAME	NENIA FE			
MIDDLE NAME	PEDRA			
3. DATE OF BIRTH (mm/dd/yyyy)	02/13/2000	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	CABAUWAN, MERIDA, 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	17. RESIDENTIAL ADDRESS	PROPER House/Block/Lot No. Street CANDANTUG Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province	
7. HEIGHT (m)	1.48	ZIP CODE		
8. WEIGHT (kg)	42			
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	PROPER House/Block/Lot No. Street CANDANTUG Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province	
10. GSIS ID NO.	N/A	ZIP CODE	6540	
11. PAG-IBIG ID NO.	121305072698	19. TELEPHONE NO.	N/A	
12. PHILHEALTH NO.	13-250708640-7	20. MOBILE NO.	09675579282	
13. SSS NO.	06-4459765-2	21. E-MAIL ADDRESS (if any)	peningnemiafepedra13@gmail.com	
14. TIN NO.	613-554-967-00000			
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
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	PENING		
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUSTODIO		
25. MOTHER'S MAIDEN NAME			
SURNAME	PEDRA		
FIRST NAME	NILDA		
MIDDLE NAME	RIZALDE		

(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	CANDANTUG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	N/A	2012	FOURTH HONOR
SECONDARY	PUERTO BELO NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL SENIOR HIGH SCHOOL	2012	2018	N/A	2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VICAYAS STATE UNIVERSITY ICABEL CAMPUS	BACHELOR OF SCIENCE IN AGRIBUSINESS	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/07/2023
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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.

[illegible]

SIGNATURE	<i>slomb</i>	DATE	11/07/2023
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29

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
BASIC ACCOUNTING	N/A	N/A
BASIC COMPUTER LITERATE		
ACCOUNTABILITY		
INTEGRITY		
FLEXIBILITY		
COMMUNICATION SKILLS		

(Continue on separate sheet if necessary)

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)?

☐ YES ☒ NO
☐ 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.
ELWIN P. GARCIA	BAYBAY CITY, LEYTE	0938 023 0772
JESSE MICA CACERES	ORMOC CITY	096536 07158
LECIL N. MANAGBANAG	BAYBAY CITY, LEYTE	0919708087

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.



PHOTO

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

Government Issued ID: PHILHEALTH ID
ID/License/Passport No: 13-250708640-7
Date/Place of Issuance: 03/21/2022 / ORMOC CITY

Signature (Sign inside the box)
11/07/2023
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

07 NOV 2023

, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. LEONAR M. BURATO
Public Attorney II
Pursuant to R.A. No. 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: March 1, 2023 - September 15, 2023
- Position: branch Administrative Assistant
- Name of Office/Unit: Finance Department / Cevi DMOC
- Immediate Supervisor: Jesse Mica Caceres / Elwin Garcia
- Name of Agency/Organization and Location:
 - List of Accomplishments and Contributions (if any)
 - Attended online training to the new system used in creating, processing loan applications, approving as well as posting payments and other clients' transaction.
 - Summary of Actual Duties
 - Responsible in cashiering functions, petty cash custodian, processing loan applications and administrative functions within a branch office.

- 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

Blank
NENIA FE PENING

(Signature over Printed Name
of Employee/Applicant)

Date: 11/07/2023