

# 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	PAÑA		
FIRST NAME	KAREN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OLAER		
3. DATE OF BIRTH (mm/dd/yyyy)	7/29/1997	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	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	Philippines
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	House/Block/Lot No. Street KAMBONGGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.51	ZIP CODE	6521
8. WEIGHT (kg)	50		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street KAMBONGGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-025579543-1	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09380244786
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	karenolaerpana@gmail.com
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		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	PAÑA		N/A	N/A
FIRST NAME	EVELARDO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	TOREGOSA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	OLAER		N/A	N/A
FIRST NAME	MERCEDITA		N/A	N/A
MIDDLE NAME	GRANADA		(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	Kambonggan Elementary School	N/A	2004	2010	N/A	2010	Valedictorian
SECONDARY	Makinhas National High School	N/A	2011	2014	N/A	2014	Salutatorian
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Forestry	2014	2021	N/A	2021	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Forestry	2022	2024	N/A	2024	N/A


(Continue on separate sheet if necessary)		DATE	July 14, 2025
SIGNATURE			




[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]

<b>SIGNATURE</b>		<b>DATE</b>	July 14, 2025
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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)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	KABALIKAT CIVICOM - BAYBAY CHAPTER	N/A	N/A	N/A	MEMBER/VOLUNTEER	
(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			
	Webinar Series on Climate-Resilient Forestry: Sustainable Practices for the Future – Module 1 Introduction to Climate-Resilient Forestry (4 CPD Units)	4/11/2025	4/11/2025	3.0	Technical	Visayas State University - Department of Forest Science
	Identifying plants for Priority Conservation in Samar Island Natural Park Forests over Limestone using a Localized Conservation Priority Index	12/2/2024	12/2/2024	3.0	Technical	University of the Philippines – Los Banos (Webinar)
	Introduction to Genomics for Wildlife Conservation	10/16/2024	10/16/2024	4.0	Technical	DOST – PCAARRD
	Training-Webinar on Wood Identification Level 2 (2 CPD Units)	10/10/2024	10/10/2024	4.0	Technical	DOST – FPRDI
	ISO 9001:2015 Awareness & Re-Awareness Seminar	9/9/2024	9/19/2024	4.0	Managerial	Visayas State University
	Empowering BOSIS: Sustainable Resource Utilization and Capacity Building in Kaigangan - Updates on Extension Activities: Vinegar Production, Nursery Improvement, and Gene Bank Establishment	8/19/2024	8/19/2024	3.0	Technical	University of the Philippines - Los Banos (Webinar)
	Forester's Licensure Examination Review Class 2024 (Review Master)	8/16/2024	8/16/2024	3	Technical	Visayas State University - Department of Forest Science
	Space Technology and Applications to Agriculture and Natural Resources & Climate Types and Climate Change	8/13/2024	8/13/2024	3.0	Technical	School of Environmental Science and Management University of the Philippines - Los Banos (Webinar)
	Mapping the Distribution of Top Priority Plants in the Forests over Limestone Landscapes of Samar Island Natural Park, Philippines; Kaigangan Biodiversity Webinar Series	07/29/2024	07/29/2024	3.0	Technical	University of the Philippines - Los Banos (Webinar)
	One-Day Seminar Workshop on Circular Economy	11/29/2023	11/29/2023	8.0	Technical	Visayas State University
	Training Workshop on Preparing Manuscripts for Publication	3/29/2023	3/31/2023	16.0	Technical	Visayas State University
	Recent Trends in Soil Research	12/5/2022	12/5/2022	3.0	Technical	Visayas State University
	Agroforestry Research and Development Initiatives: Experiences of Visayas State University	12/9/2021	12/9/2021	3.0	Technical	University of the Philippines - Los Banos (Webinar)
	Climate Resilient Pathways for Future Generation	11/25/2021	11/25/2021	3.0	Technical	National Academy of Science and Technology (NAST) (Webinar)
	Effects of Climate Change on the Phenology of Forest Trees	11/17/2021	11/17/2021	3.0	Technical	DENR - ERDB
	Eat Green: Decrease Your Carbon Footprint	10/14/2021	10/14/2021	2.0	Technical	ALAB Solutions Inc.
	Sustainable Energy Source	10/13/2021	10/13/2021	2.0	Technical	ALAB Solutions Inc.
	Pollution and Solution	10/12/2021	10/12/2021	2.0	Technical	ALAB Solutions Inc.
	Climate Change and Ozone Depleting Substances	10/11/2021	10/11/2021	2.0	Technical	ALAB Solutions Inc.
(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)		
	Driving Motorcycle	N/A		KABALIKAT CIVICOM		
	Playing Instruments (Music)					
	Outdoor Enthusiast					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	July 14, 2025	

<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> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</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><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 type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td><b>Teofanes A. Patindol</b></td> <td><b>Tacloban City</b></td> <td><b>09199113901</b></td> </tr> <tr> <td><b>Dennis P. Peque</b></td> <td><b>Baybay City</b></td> <td><b>09277062843</b></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>Teofanes A. Patindol</b>	<b>Tacloban City</b>	<b>09199113901</b>	<b>Dennis P. Peque</b>	<b>Baybay City</b>	<b>09277062843</b>					
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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>															
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<p style="text-align: center;">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; width: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div>															



PHOTO

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