

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 PROFESSIONAL TEACHER	81.8%	9/24/2023	TACLOBAN CITY	2186470	1/6/2027
CAREER SERVICE PROFESSIONAL EXAMINATION	80.3%	6/19/2022	ORMOC CITY	N/A	N/A

NOTHING FOLLOWS

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0") / INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
9/1/2023	8/17/2024	ADMINISTRATIVE/ACCOUNTING AND PURCHASING ASSOCIATE	IMP SHIPYARD AND PORTS SERVICES INC.	12,000.00	N/A	REGULAR	N
7/22/2019	6/1/2023	ACCOUNTING ASSOCIATE	OSPA-FARMERS MEDICAL CENTER	12,000.00	N/A	REGULAR	N

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE

DATE

July 11 2025

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	TANJAY		
FIRST NAME	NIÑA JESSA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	YGAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/6/1995	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	TABGAS, ALBUERA, 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	260 N/A House/Block/Lot No. Street N/A TABGAS Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province 6542
7. HEIGHT (m)	1.540 m	18. PERMANENT ADDRESS	260 N/A House/Block/Lot No. Street N/A TABGAS Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province 6542
8. WEIGHT (kg)	50 kg.		ZIP CODE
9. BLOOD TYPE	A+		ZIP CODE
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-5538-5057		
12. PHILHEALTH NO.	13-050209001-2		
13. SSS NO.	34-8627278-9	19. TELEPHONE NO.	N/A
14. TIN NO.	748-765-572-000	20. MOBILE NO.	09924105578
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	izania7@gmail.com

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)	RHAENYRA TANJAY	2/14/2025
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TANJAY			
FIRST NAME	JUAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	QUINDAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	YGAÑA			
FIRST NAME	CIRILA			
MIDDLE NAME	JUDILLA			

(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	TABGAS, ELEMENTARY SCHOOL	ELEMENTARY	6/24/2002	3/15/2008	GRADUATED	2008	N/A
SECONDARY	DR. GERONIMO B. ZALDIVAR MEMORIAL SCHOOL OF FISHERIES	HIGH SCHOOL	6/13/2008	3/26/2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	WESTERN LEYTE COLLEGE	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	6/18/2016	4/15/2019	GRADUATED	2019	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 11, 2025
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[illegible]

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			
	FIRE SAFETY LECTURE AND DRILL TRAINING	3/18/2024	3/18/2024	8 HOURS	TECHNICAL	BUREAU OF FIRE PROTECTION - ALBUERA FIRE STATION
	BASIC COMPUTER LITERACY	3/4/2024	3/14/2024	80 HOURS	TECHNICAL	ELTECH LEARNING HUB

NOTHING FOLLOWS

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
BOOKKEEPING	N/A	N/A
PROFICIENT IN MICROSOFT OFFICE		
PROFICIENT IN BOTH WRITTEN AND VERBAL ENGLISH COMMUNICATION		

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

July 11, 2025

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)?

☐ YES ☒ NO
☐ YES ☒ NO
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?

☐ YES ☒ NO
If YES, give details: _____
☐ 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: **RESIGNED**

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?

☐ YES ☒ NO
If YES, give details: _____
☐ 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?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES ☒ NO
If YES, please specify: _____
☐ YES ☒ NO
If YES, please specify ID No: _____
☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
LYRA QUEEN D. MANDRAS	BRGY. SAN PABLO, ORMOC CITY	09461787487
MINERVA L. CARILLO	BRGY. CAN-ADIENG, ORMOC CITY	09061678565
LORINA P. SUCAIRE	BRGY. DAMULAN, ALBUERA, LEYTE	09934276728

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.



NINA JESSICA F. TANTAY

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

Government Issued ID: **PRC ID**

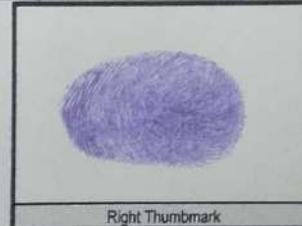
ID/License/Passport No.: **2186470**

Date/Place of Issuance: **PRC ORMOC CITY**

Signature (Sign inside the box)

[Signature]

Date Accomplished: **JUL 7 2025**



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **11 JUL 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. LEONARDO M. BURATO
Public Attorney
Pursuant to R.A. No. 9406
Person Administering Oath