

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	BALITON		
FIRST NAME	JASMINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GENDOY		
3. DATE OF BIRTH (mm/dd/yyyy)	1/10/1999	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	TAFT, EASTER SAMAR	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	BLOCK 6 PUROK 10 House/Block/Lot No. Street WORLD VISION BRGY LINAO Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5748m	ZIP CODE	6541
8. WEIGHT (kg)	62 kg		18. PERMANENT ADDRESS
9. BLOOD TYPE	N/A	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09504970666
11. PAG-IBIG ID NO.	121261237118	21. E-MAIL ADDRESS (if any)	balitonjasmine0@gmail.com
12. PHILHEALTH NO.	120258662445		
13. SSS NO.	3488902992		
14. TIN NO.	770087404		
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)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BALITON			
FIRST NAME	PACIFICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CEMANA			
25. MOTHER'S MAIDEN NAME	MARY GRACE JUBAY GENDOY			
SURNAME	BALITON			
FIRST NAME	MARY GRACE			
MIDDLE NAME	GENDOY			

(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	LINAO CENTRAL SCHOOL, ORMOC CITY		JUNE, 2005	MARCH, 2011		2011	ACHIEVER
SECONDARY	ST. PETER'S COLLEGE OF ORMOC		JUNE, 2011	MARCH, 2015		2015	QUARTER HONOR
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY OF BAYBAY CITY, LEYTE	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	JUNE, 2015	JUNE, 2019		2019	COLLEGE SCHOLAR
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 15, 2021
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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		DATE	07/15/2021
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07/15/2021

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			
SOCIETY OF HOSPITALITY OF TOURISM STUDENTS' ORGANIZATION (SHoTS), DCHM, VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE.	S.Y 2017	S.Y 2018		TREASURER	
DEPARTMENT OF CONSUMER AND HOSPITALITY MANAGEMENT, VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE.	3/24/2018	3/25/2018		EVENT ORGANIZER	
EXPO TOURISMO 2019- A CULTURAL AND FASHION SHOW AT DCHM, VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE.	5/3/2019			EVENT ORGANIZER	
(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)					
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			
ON THE JOB TRAINING IN FRONT OFFICE, HOUSE KEEPING AND RESTAURANT DEPARTMENT	AUG. 2018	DEC. 2018	800 hrs		Ms. Maria Christina A, Winkelhausen- Resort Manager
FOOD AND BEVERAGE TRAINING	9/3/2018				Mr. Tom Jones Mendoza- F&B Supervisor
BANQUET AND CATERING MANAGEMENT PRE-PRACTICUM EXPOSURE	4/2/2018	4/13/2018	50 hrs		Mr. Wilmer S. Felicilda- Operations Manager
LECTURE ON CUSTOMER SERVICE(HANDLING GUEST COMPLAINTS AND QUALITY SERVICE)	3/11/2018				Dr. Evelyn F. Lupango- Resource Speaker
LECTURE ON HOTEL OPERATION AND DEMO ON BASIC F&B SERVICE	3/11/2018				Mr. Cirilo Balog- OIC Banquet Associate
I LEARN @ WATERFRONT: BASIC FINE DINING AND TABLE ETIQUETTE	3/10/2018				Ms. Shyrra Lou Martina Do-Jadulco- Group Traing Manager
EXPOSURE IN FOOD AND BEVERAGE SERVICE	10/26/2017		50 hrs		Ms. Luisa N. Dalimocon- Owner
FOOD AND BEVERAGE SERVICE SEMINAR-WORKSHOP (SKILLS ENRICHMENT TOWARDS GLOBAL COMPETITIVENESS)	10/15/2017				Ms. Deselyn L. Seneran- Events Manager
FOOD AND BEVERAGE MANAGEMENT AND CONTROL SYSTEM EXPOSURE	10/26/2017		50 hrs		Ms. Luisa N. Dalimocon- Owner
2ND YOUTH BUSINESS CONFERENCE (IGNITING MILLENIAL COMPETITIVENESS TOWARDS FUTURE CARRER)	4/3/2017				Ms. Eva Rita A. Torredes- Events Manager
PRE-PRACTICUM EXPOSURE IN FRONT OFFICE AND HOUSEKEEPING OPEARTIONS	3/15/2017		100 hrs		Prof. Analita A. Salabao- OIC Manager
(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)	
CRITICAL THINKING	National Certificate Holder - NC II in Food and Beverage Services			N/A	
POSSES PASSIONS AND SKILLS ON COOKING	First Place – Received an award for winning the 1st place of the Video-making contest with the theme: 'Justice: What is a just man?'				
MULTI TASKING	Received an award from World of Adventures Travel and Tours for the completion of the Seminar and Field Trip in Cebu on March 9-11, 2018				
VERSATILE AT ANY WORK					
EAGER TO LEARN NEW THINGS					
(Continue on separate sheet if necessary)					
SIGNATURE				DATE	07/15/2021

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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>Date Filed: _____</p> <p>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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Resignation from my previous jobs in private sector. _____</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</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Aireen Y. Clores</td> <td>Kilbourne, VSU, Baybay City</td> <td>9173002798</td> </tr> <tr> <td>Claire T. Lumapak</td> <td>Isabel, Leyte</td> <td>9672442883</td> </tr> <tr> <td>Harold A. Mariquit</td> <td>Ormoc City, Leyte</td> <td>9485933896</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Aireen Y. Clores	Kilbourne, VSU, Baybay City	9173002798	Claire T. Lumapak	Isabel, Leyte	9672442883	Harold A. Mariquit	Ormoc City, Leyte	9485933896		
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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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<div style="text-align: center;">  <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center;">Right Thumbmark</p>															
<p>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: 100%; height: 100px; margin-top: 10px;"></div> <p style="text-align: center;">Person Administering Oath</p>															

