

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	PENING		
FIRST NAME	MENA FE		NAME EXTENSION (JR., SR) N/A
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	CADALWAN, MERIDA, LUYTE	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	PROPER Street CANDAMUS Barangay MERIDA City/Municipality LEYTE Province
7. HEIGHT (m)	1.48	ZIP CODE	
8. WEIGHT (kg)	42	18. PERMANENT ADDRESS	PROPER Street CANDAMUS Barangay MERIDA City/Municipality LEYTE Province
9. BLOOD TYPE	N/A	ZIP CODE	6540
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121305972698	20. MOBILE NO.	09696879282
12. PHILHEALTH NO.	13-250708640-7	21. E-MAIL ADDRESS (if any)	peningmenatepedra13@gmail.com
13. SSS NO.	06-4459765-2		
14. TIN NO.	613-554-917-00000		
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	N/A	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	FEUX	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CUSTODIO		
25. MOTHER'S MAIDEN NAME			
SURNAME	PEDRA		
FIRST NAME	MILDA		
MIDDLE NAME	PIZALDE		

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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CANDAMUS, ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	N/A	2012	FOURTH HONOR
SECONDARY	PORTO BENO NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL SENIOR HIGH SCHOOL	2012	2018	N/A	2018	FIFTH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYA'S STATE UNIVERSITY ISABEL CAMPUS	BACHELOR OF SCIENCE IN AGRICULTURE	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	<i>Handwritten Signature</i>	DATE	11/21/2023
-----------	------------------------------	------	------------

[illegible]

(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]

SIGNATURE	<i>[Signature]</i>	DATE	11/21/2023
-----------	--------------------	------	------------

CS FORM 212 (Revised 2017), Page 2 of 4

~~Blank~~

11/21/2023

4. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(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)

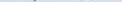
[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES		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)

SIGNATURE		DATE	
		11/21/2023	

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,

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

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	DAYDAY CITY, LEYTE	0939023072
JESSE HICA CACERES	ORMOC CITY	09653607158
LECIL N. MANAGBANG	DAYDAY CITY, LEYTE	09319708087

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: 03/21/2023 / ORmoc CITY

Signature (Sign inside the box)

11/21/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

NOV 21 2023

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

Atty. WILMA CORBONC MATIGUNA, CPA, JD.

Notary Public for the City of Ormoc,
Municipalities of Ronanaga, Protog-ob,
Marikina and Isabel, Leyte
Notarial Commission No. ORM-22-06-002-NC
Unfiled December 31, 2023
Office Address: 62-A Roxas St., Brgy. Sta. Niño,
Ormoc City, Leyte

Person Administered Oath

PR No. 7229/09, dated 01/03/2023

IBP No. 251185, Leyte Province, Chapter 12/18/2022

Attestation No. 45762

TIN 128-455-091

Doc. No. 196
Page No. 41
Book No. 131
Date of 2023

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 I Cevi-ORMOC
- Immediate Supervisor: Jesse Mica Caceres / Elwin Garcia
- Name of Agency/Organization and Location: COMMUNITY ECONOMIC VENTURES INC. - ORMOC
- List of Accomplishments and Contributions (if any)
 - Attended online training to the new system used in creating, processing and approving loan applications 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

Kenia
KENIA PE PENING

(Signature over Printed Name
of Employee/Applicant)

Date: 11/21/2023



COMMUNITY ECONOMIC VENTURES, (A Microfinance NGO) INC.
"People Experiencing Fullness of Life"

SERVICE RECORD: CEV2351

Name: NENIA FE P. PENING
Date of Birth: February 13, 2000
Date Hired: March 1, 2023
Separation Date: September 15, 2023
Latest Position prior to separation: Branch Administrative Assistant

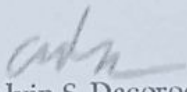
POSITION: BRANCH ADMINISTRATIVE ASSISTANT
Date: March 1, 2023 to September 15, 2023
Area of Assignment: Ormoc Branch

Summary of the position: Responsible in cashiering functions, petty cash custodian, processing of loan applications, and administrative functions within a branch office.

CERTIFICATE OF EMPLOYMENT

This is to certify that NENIA FE P. PENING has been working with Community Economic Ventures, Inc. (A Microfinance NGO) Inc. as Branch Administrative Assistant since March 1, 2023 and has been separated last September 15, 2023 due to Redundancy/Retrenchment. Further, she has no standing obligations and accountability to settle.

Given this 18th day of October 2023 at CEVI Head Office, Sarabia Co-Torralba Bldg., Espuclas St., Tagbilaran City Bohol, Philippines.


Alvin S. Dacoroon
Human Resource Manager

Head Office: Sarabia Co-Torralba Building 2, Espuclas corner F Doria Street, Tagbilaran City, Bohol, Philippines
Telephone Nos. (038) 501 8925/412 2356 / website: www.cevi.org.ph

Republic of the Philippines
Department of Social Welfare and Development
KALAHI CIDSS – National Community Driven and Development Program
Municipality of Merida
Province of Leyte


CERTIFICATE OF PARTICIPATION


is hereby given to

NENIA FE P. PENING

for his/her vigorous and active participation during the
Community Finance Training of the KALAHI CIDSS: NCDDP-AF on November 10-11, 2022

Given this 11th day of November, 2022 at Recreation Center, Poblacion, Merida, Leyte


JHOVIE A. DAYOT
DSWD KALAHI-CIDSS ACT – Municipal Financial
Analyst


ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



ORMOC VENDORS MULTI-PURPOSE COOPERATIVE
(ORVEMPCO)

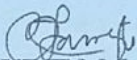
Lopez Jaena St., District 17, Ormoc City
Contact no.09176522167; 561-2870



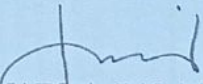
CERTIFICATE OF COMPLETION

This is to certify that **NENIA FE P. PENING** has rendered Her On-the-job Training at ORMOC VENDORS MULTI-PURPOSE COOPERATIVE for EIGHTY HOURS (80) from **NOVEMBER 17, 2017** to **DECEMBER 20, 2017** as Accounting Assistant. She was able to surpass our expectation and ORMOC VENDORS MULTI-PURPOSE COOPERATIVE (ORVEMPCO) appreciates her commitment and dedication in doing the tasks assigned to her.

Signed this 20TH day of DECEMBER 2017.


JOSEPHINE M. LAMOSTE

Accounting Head


RENATO A. PALACIO

General Manager

This performance evaluation form is applicable to Non-Supervisory Staff under Developmental / Probationary period.

NAME OF STAFF: Nenia Fe Pening POSITION: BAA BRANCH/DEPT: Acctg. EMP. STATUS: Probi APPOINTMENT DATE: March 1, 2023

Rating for Productivity Assessment:

1=Poor (almost never)

4=Very Good (all targets achieved, some exceeds)



2=Fair (some achieved)

5=Outstanding (all targets achieved and exceeded)

3=Good (all targets achieved)

I. Productivity Assessment (60%)	Actual Performance (Achieved? Yes/No)					
	Month 1 March 2023	Month 2 April 2023	Month 3 May 2023	Month 4 June 2023	Month 5 July 2023	Overall (Yes/No)
Accurate & complete data encoding & timely loan processing (Kredits).	It was very challenging and exciting for me since it was the very first time I perform my duties. I encountered lot of errors instead of edit loans for the certain client I made another loan. With regards to loan processing, there's no delays.	This month, I encountered minimal errors but my typing skills are not yet fast. I have an errors on the client's personal details like their ID number. In loan processing it takes time to complete especially if the clients are new member. Loan processing had no delays.	This month, I only edit some details that were encoded by the EDO's since they are the one who encode and create loans. I edit personal details of the clients like birthdate and birth place. Moreover, loan processing had no delays.	For this month, I changed and edit the amount of their taska and CBU since it has a reverse entry. I also reviewed the amount of the loan application since it doesn't match the amount indicated in the loan application form. There were errors on the loan cards for yaman and educational loan but I changed right away.	No concern were encountered. Complete encoding of clients' data and loan processing are on time and loan cards were properly attached in the client's loan forms before the disbursement time.	Yes
Adequate compliance to cashiering functions and cash handling of the branch.	Collections are deposited in BPI every day. No collections were remained in the vault. All cash in are recorded and are placed in the vault. Some minimal expenses are also recorded in the PCF and replenished if necessary. Otherwise, excess cash are disbursed to clients during CBU withdrawal but, within that day the cash are returned.	In everyday, collections are deposited in BPI. No collections were remained in the vault. All cash in are recorded and are placed in the vault. Re-count the cash before disbursement.	In everyday, collections are deposited in BPI. No collections were remained in the vault. All cash in are recorded and are placed in the vault. Moreover, re-count the cash before disbursement and before cash deposit. I properly handle the cash.	In everyday, collections are deposited in BPI. No collections were remained in the vault. All cash in are recorded and are placed in the vault.	In everyday, collections are deposited either in BPI or cebuana. No collections were remained in the vault. All cash in are recorded and are placed in the vault. Moreover, re-count the cash before disbursement and before cash deposit. I properly handle the cash.	Yes
Handles and maintains appropriate recording of Petty Cash Fund.	PCF is daily monitored and replenished. Cash advance and minimal expenses are recorded in Petty Cash Count sheet in a daily basis.	PCF is daily monitored and replenished. Cash advance and minimal expenses are recorded in Petty Cash Count sheet in a daily basis.	PCF is daily monitored and replenished. Cash advance and minimal expenses are recorded in Petty Cash Count sheet in a daily basis.	PCF is daily monitored and replenished. Cash advance and minimal expenses are recorded in Petty Cash Count sheet in a daily basis.	PCF is daily monitored and replenished. Cash advance and minimal expenses are recorded in Petty Cash Count sheet in a daily basis.	Yes
Accurate recording and timely submission & monitoring of insurance claims.	Delayed sending of claims since I am not familiarize yet on some other documents needed. I reviewed the documents submitted especially on the signature of the doctor.	Submit the claims on time and follow-ups after several days if there were no confirmation or approval for the claims. Otherwise, if there were lacking of documents I sent it right away.	Submit the claims on time and follow-ups after several days if there were no confirmation or approval for the claims. Otherwise, if there were lacking of documents I sent it right away.	Submit the claims on time and follow-ups after several days if there were no confirmation or approval for the claims. Otherwise, lacking documents are submit right away.	Submit the claims on time and follow-ups after several days if there were no confirmation or approval for the claims. Otherwise, some lacking documents are submit right after the receipt of the documents from the client.	Yes
Proper management and updated filing of clients' loan files.	Slow filing of client's loan files since I am not yet familiarize all of the cluster names. But, I did my best even though it takes time to segregate into by clusters. Otherwise, I filed the loan forms properly.	Slow filing of clients' loan files since several number of clients were disbursed. I filed more number of loan files and already familiarized some of the clusters. Make new folders for those new clients.	Manageable in filing loan files and forms. Separate all new client from old client. Separate all of the insurance forms from the new member.	Slow filing of loan files due to lack of time. After disbursement I can't able to file since I am the one who transact or entry the balance or the deduction of the clients. Thus, it's hard for me to proceed some tasks.	Slow filing of loan files since I felt confuse whether to file or to print loan cards that are based on the new system. I found difficulties in managing my time. However, I can still file some loan forms in a day.	Yes
Monthly payment of monthly dues (billings and withholding taxes).	On time payment of monthly dues like electric bill, water bill, telephone bill, BIR)	On time payment of monthly dues like electric bill, water bill, telephone bill, BIR)	On time payment of monthly dues like electric bill, water bill, telephone bill, BIR)	On time payment of monthly dues like electric bill, water bill, telephone bill, BIR)	For this month, payments for dues were not yet done or paid since there were	Yes
					Rating (see description above)	4
					Weighted Rating (rating x 60%)	2.4

PERFORMANCE EVALUATION FORM FOR NON-SUPERVISORY POSITIONS

Support Needed: By affixing my signature means I will do my best to perform my job efficiently and effectively and hereby ask for the following support: Full compliance on loan applications from operation. Smooth flow on loan/disbursement release from operation. Especially to have a proper time table so that we will not be swamped up of loan application for process during cut off.	Supervisor's Covenant: By affixing my signature means I will do my best to provide the necessary support and supervision to the staff. She can perform well even with less supervision, flexible and willing to learn new things.
 Nenja Fe Pening Name and Signature of Staff	 Menchu B. Sabando/Elwin Garcia Name and Staff Supervisor

Rating for No. 2, 3 and 4.

The supervisor will give a rating for each of the following items based on staff actual performance. Check the appropriate cell to indicate rating.
 1 = Poor (almost never) 2 = Fair (sometimes) 3 = Good (oftentimes) 4 = Very Good (most of the time) 5 = Outstanding (consistently excellent)

2. Quality of Work (20%)	Rating
1. Submits quality reports on time.	4
2. Keeps records orderly.	4
3. Provides appropriate and timely support to operations	4
4. Performs work excellently.	4
5. Exhibits initiative and creativity in performing tasks.	4
Average (add rating from item 1-5 divided by 5)	4
Weighted average (average x 20%)	.80

3. Work Habits (10%)	Rating
1. Reports to work on time.	3
2. Attends staff weekly meeting and fellowship consistently.	4
3. Willingly works overtime when necessary.	4
4. Works with less supervision.	4
5. Maintains a clean workplace.	3
Average (add rating from item 1-5 divided by 5)	3.6
Weighted average (average x 10%)	.36


4. Interpersonal Relations (10%)	Rating
1. Works well with others.	4
2. Responds to conflicts proactively.	3
3. Shares ideas to fellow workers.	4
4. Develops effective working relationships with clients and partners.	4
5. Possesses Christian values in all aspect of life.	4
Average (add rating from item 1-5 divided by 5)	3.8
Weighted average (average x 10%)	.38

OVERALL RATING: (add weighted rating from item 1-5) = 3.94

RECOMMENDATION

Do you recommend that this employee be recommended to __probationary/
 X regular/ __full pledge status?

☐ YES, effective, July 17, 2023
☐ NO, effective _____
 Extension of __trainee / __probationary/ __developmental
 period for __ month(s).


Menchu B. Sabando/Elwin Garcia
 Signature Over Printed Name of Supervisor/Date

By affixing my signature below means the evaluation result was discussed to me and I received a copy of this form.


NENJA FE PENING
 Signature Over Printed Name of Staff/Date

ENDORSEMENT

Endorsed By:

 Name & Signature of
 Department/Project Manager

HRI/HEAD OFFICE APPROVAL

Received/Reviewed by:

 Name & Signature of
 HR Staff

Noted By:

 HR Manager
 Signature

Approved by:

 ED/FD/OD
 Signature