

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	INTO			
FIRST NAME	WINDY PAULA		NAME EXTENSION (JR., SR)	
MIDDLE NAME	PITOGO			
3. DATE OF BIRTH (mm/dd/yyyy)	03/01/1994	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	ORMOC CITY, 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:			
7. HEIGHT (m)	1.59	17. RESIDENTIAL ADDRESS	506 PUROK 1 House/Block/Lot No. Street INTO COMPOUND MILAGRO Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541	
8. WEIGHT (kg)	42		ZIP CODE	
9. BLOOD TYPE	AB+		18. PERMANENT ADDRESS	506 PUROK 1 House/Block/Lot No. Street INTO COMPOUND MILAGRO Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
10. GSIS ID NO.	N/A			ZIP CODE
11. PAG-IBIG ID NO.	1212-3664-1437	19. TELEPHONE NO.		N/A
12. PHILHEALTH NO.	N/A			20. MOBILE NO.
13. SSS NO.	N/A		21. E-MAIL ADDRESS (if any)	windypaulainto@gmail.com
14. TIN NO.	729542434			
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	INTO			
FIRST NAME	NORMAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEROSO			
25. MOTHER'S MAIDEN NAME	ILAIDA			
SURNAME	INTO			
FIRST NAME	ANNABELLE			
MIDDLE NAME	PITOGO		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PRIMONA HOLY INFANT ACADEMY	PRIMARY EDUCATION	2001	2007	GRADUATED	2007	N/A
SECONDARY	ST. PETER'S COLLEGE	SECONDARY EDUCATION	2007	2011	GRADUATED	2011	N/A
VOCATIONAL / TRADE COURSE	ZENAIDA'S TECHNICAL LEARNING CENTER, INC.	NCII	2015	2015	GRADUATED	2015	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	2011	2015	GRADUATED	2015	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	2016	2019	GRADUATED	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/25/2024
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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		
N/A	N/A	N/A	N/A	N/A	N/A

(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			
	Language stylistics and Semiotics Seminar-Performance	11/04/2017	02/03/2018		Technical	Annie P. Gravoso
	National Youth Conference on Climate Change Adaptation and Mitigation, Disaster Rist Reduction and Resiliance	11/20/2019	11/22/2019		Technical	Visayas State University
	Food in (Security) an International Conference on Anthropology of Food and Eating	11/07/2019	11/09/2019		Technical	Visayas State University
	Ang Gubat, Playwright Workshop	10/29/2021	02/05/2022		Technical	Department of Liberal Arts and Behavioral Sciences
	10-Day International Training for 21st Century Educators in Leadership, Pedagogies, and Crisis Management with Module and Book Writing	02/01/2024	02/10/2024	80 hrs.	Technical	The Philippine Continuing Professional Development Training Center, Inc.

(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)
	N/A	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/25/2024
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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,

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:

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

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.
Seregena Ruth L. Martinez	VSU main campus, Visca Baybay City, Leyte	N/A
Annie Parmis	VSU main campus, Visca Baybay City, Leyte	9154384726
Mary Grace Enaya	VSU main campus, Visca Baybay City, Leyte	9427905873

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.

ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

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: PASSPORT

ID/License/Passport No.: P7208604A

Date/Place of Issuance: DFA TACLOBAN, MAY 17, 2018

Signature (Sign inside the box)

01/25/2024

Date Accomplished

Right Thumbmark

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

Person Administering Oath

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