

# 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	Enaya		
FIRST NAME	Beljun	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Padecio		
3. DATE OF BIRTH (mm/dd/yyyy)	07/28/1989	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	Sogod, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apartment 48 Kilbourne St. House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.80	ZIP CODE	6521
8. WEIGHT (kg)	65.00	18. PERMANENT ADDRESS	Apartment 48 Kilbourne St. House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	(053) 563-0374
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	092-318-1090
12. PHILHEALTH NO.	N/A	21. E-MAIL ADDRESS (if any)	beljun.enaya@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V01074		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Enaya		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Mary Grace	NAME EXTENSION (JR., SR)	Anais Yvaine P. Enaya	01/06/2020
MIDDLE NAME	Perez		Bracie Arien P. Enaya	11/11/2023
OCCUPATION	Instructor			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Enaya			
FIRST NAME	Isabel	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Caberte			
25. MOTHER'S MAIDEN NAME	Angelita Zamora Padecio			
SURNAME	Enaya			
FIRST NAME	Angelita			
MIDDLE NAME	Padecio			(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	San Francisco Central Elementary School	Elementary	1995	2002		2002	N/A
SECONDARY	Saint Joseph College	High School	2002	2006		2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	San Carlos Seminary College	Bachelor of Arts in Philosophy	2006	2010		2010	N/A
GRADUATE STUDIES	University of San Jose Recoletos	Master of Arts in Philosophy	2014	2018		2018	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	04/22/2024
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# Attachment A

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			
GRADUATE STUDIES	University of Santo Tomas - Manila	Doctor of Philosophy in Philosophy	2020	2023		2023	
<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>			<b>DATE</b>		04/22/2024		

**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
Licensed Professional Teacher	83.00	03/29/2015	Mandaue	1443314	07/28/2025

*(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	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Instructor I	Visayas State University	29,165.00	12-1	Permanent	Y
01/01/2023		Instructor I	Visayas State University	29,165.00	12-1	Permanent	Y
01/01/2023		Instructor I	Visayas State University	29,165.00	12-1	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,608.00	12-1	Permanent	Y
01/01/2021		Instructor I	Visayas State University	26,052.00	12-1	Permanent	Y
12/01/2020	12/31/2020	Instructor I	Visayas State University	24,495.00	12-1	Permanent	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	11/30/2020	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019		Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
11/06/2018	12/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
06/16/2014	05/26/2018	Instructor	Department of Liberal Arts and Behavioral Sciences, VSU, Baybay City, Leyte	14,000.00	-	Part-Time	N
11/11/2012	05/31/2014	English as Secondary Language (ESL) Teacher	Cebu International Mark & James Academe, Inc.	8,000.00	-	Permanent	N

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	04/22/2024
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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		
	KABALIKAT CIVICOM Baybay City	01/09/2019	PRESENT	1	Member
	Brotherhood of Christian Businessmen and Professionals Baybay City	10/29/2015		1	Action Group Leader

(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			
	14th Social Ethics Society Conference and First CJC-SES Joint International Conference	02/01/2024	02/02/2024	16	Research	Social Ethics Society (SES) and Cor Jesu College (CJC)
	2023 SEPI International Conference on Christian Philosophy, Sustainability & Development	09/28/2023	09/30/2023	23	Research	Societas Ethica Philosophica, Inc. with Silliman University and Polytechnic University of the Philippines
	Conference Mondiale des Institutions Universitaires Catholiques de Philosophie (COMIUCAP) WORLD CONGRESS MANILA 2022	11/16/2022	11/18/2022	24	Research	Conference Mondiale des Institutions Universitaires Catholiques de Philosophie (COMIUCAP) and University of Santo Tomas
	44th PHAVISMINDA International Conference	05/27/2022	05/29/2022	24	Research	Philosophical Association of Visayas and Mindanao & Eastern Visayas State University
	4th Philippine Politics and Culture Conference	04/22/2022	04/23/2022	16	Research	Social Ethics Society
	Expanding Horizons: Empirical Approaches in Philosophical Research II	03/23/2022	03/23/2022	8	Research	University of Santo Tomas
	International Conference on Philosophy of Education 2021	11/12/2021	11/14/2021	24	Research	University of the Philippines and Indiana University Southeast
	2nd Summit of the Union of Societies and Associations of Philosophy in the Philippines	07/21/2021	07/24/2021	32	Research	Union of Societies and Associations of Philosophy in the Philippines (USAPP) & Philosophical Association in the Philippines (PAP)
	Pambansang Seminar Worsyap 2021	06/25/2021	06/25/2021	8	Research	Departamento ng Filipino, Kolehiyo ng Malalayang Sining, Pamantasang De La Salle
	CAPABILITY BUILDING ON LAND USE DEVELOPMENT AND INFRASTRUCTURE PLANNING	12/09/2019	12/13/2019	40	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	EXPANDING CAPACITIES FOR CDP THROUGH SUCs AND LRIs TOWARD REALIZING SUSTAINABLE AND SELF-RELIANT COMMUNITIES	11/11/2019	11/16/2019	48	Technical	Department of Interior and Local Government (DILG)
	41st UGAT (Ugnayang Pang-Aghamtao, Inc.) Annual Conference	11/07/2019	11/09/2019	24	Research	"Ugnayang Pang-Aghamtao, Inc (UGAT) Anthropological Association of the Philippines and the Visayas State University Visca, Baybay City, Leyte "
	1st USSAP CONFERENCE	05/30/2019	06/01/2019	24	Research	PHAVISMINDA / Union of Societies and Associations of Philosophy in the Philippines (USAPP)
	TRAINING-WORKSHOP FOR SHS FACULTY	05/27/2019	05/29/2019	24	Technical	Department of Liberal Arts and Behavioral Sciences - VSU
	SOCIETAS ETHICA PHILOSOPHICA Conference	01/21/2019	01/23/2019	24	Research	Societas Ethica Philosophica, Inc.
	8th Social Ethics Society Conference	10/25/2018	10/27/2018	24	Research	Social Ethics Society
	Orientation Seminar on General Education Courses	07/11/2018	07/12/2018	16	Instruction	Naval State University & Mutya Publishing House

PLEASE SEE ATTACHMENT B

(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)
	Debate Coaching		N/A		Philosophical Association of Eastern Visayas
					CHED Scholarship for Graduate Studies-Local Scholars' Association, Inc.
					Societas Ethica Philosophica, Inc.
					Kabalikat Civicom
					Social Ethics Society
					Philosophical Association in the Philippines

PLEASE SEE ATTACHMENT C

(Continue on separate sheet if necessary)

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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?  YES  NO  
b. within the fourth degree (for Local Government Unit - Career Employees)?  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 items:  
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.
Dean Ruffel Flandez	Baybay City, Leyte	9087896619
Elwin Jay Yu	VSU, Baybay City	9357882192

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

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.

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

Government Issued ID: **DL**

ID/License/Passport No.: **H1218003093**

Date/Place of Issuance: **07/28/2023 / Baybay City**

Signature (Sign inside the box)

**04/22/2024**

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