

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                       | Corrales                                                                                                                                                                                |                                                                |                                                                                                                                                                                                  |
| FIRST NAME                       | Jessie                                                                                                                                                                                  | NAME EXTENSION (JR., SR)<br>N/A                                |                                                                                                                                                                                                  |
| MIDDLE NAME                      | Burlasa                                                                                                                                                                                 |                                                                |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 12/08/1996                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Brgy. San Pedro, Albuera, Leyte                                                                                                                                                         | If holder of dual citizenship,<br>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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | 673 Albuera- Burauen Road<br>House/Block/Lot No. Street<br>Calingatnan Upper San Pedro<br>Subdivision/Village Barangay<br>ALBUERA LEYTE<br>City/Municipality Province                            |
| 7. HEIGHT (m)                    | 1.71                                                                                                                                                                                    | ZIP CODE                                                       | 6542                                                                                                                                                                                             |
| 8. WEIGHT (kg)                   | 62.00                                                                                                                                                                                   |                                                                |                                                                                                                                                                                                  |
| 9. BLOOD TYPE                    | O+                                                                                                                                                                                      | 18. PERMANENT ADDRESS                                          | 673 Calingatnan Upper<br>House/Block/Lot No. Street<br>San Pedro<br>Subdivision/Village Barangay<br>ALBUERA LEYTE<br>City/Municipality Province                                                  |
| 10. GSIS ID NO.                  | 2005687874                                                                                                                                                                              | ZIP CODE                                                       | 6542                                                                                                                                                                                             |
| 11. PAG-IBIG ID NO.              | 121168828087                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 12. PHILHEALTH NO.               | 120514932889                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 13. SSS NO.                      | 0638136155                                                                                                                                                                              | 19. TELEPHONE NO.                                              | N/A                                                                                                                                                                                              |
| 14. TIN NO.                      | 3275964120000                                                                                                                                                                           | 20. MOBILE NO.                                                 | 992-783-6415                                                                                                                                                                                     |
| 15. AGENCY EMPLOYEE NO.          | V01238                                                                                                                                                                                  | 21. E-MAIL ADDRESS (if any)                                    | jessie.corrales@vsu.edu.ph                                                                                                                                                                       |

II. FAMILY BACKGROUND

|                          |                          |                          |                                                     |                            |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME     | Sedigo                   |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | Nikki Marie              | NAME EXTENSION (JR., SR) | N/A                                                 | N/A                        |
| MIDDLE NAME              | Manalop                  |                          |                                                     |                            |
| OCCUPATION               | Self-Employed            |                          |                                                     |                            |
| EMPLOYER/BUSINESS NAME   | N/A                      |                          |                                                     |                            |
| BUSINESS ADDRESS         | N/A                      |                          |                                                     |                            |
| TELEPHONE NO.            | N/A                      |                          |                                                     |                            |
| 24. FATHER'S SURNAME     | Corrales                 |                          |                                                     |                            |
| FIRST NAME               | Nelson                   | NAME EXTENSION (JR., SR) |                                                     |                            |
| MIDDLE NAME              | Robles                   |                          |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME | Dionesia Caindoc Burlasa |                          |                                                     |                            |
| SURNAME                  | Corrales                 |                          |                                                     |                            |
| FIRST NAME               | Dionesia                 |                          |                                                     |                            |
| MIDDLE NAME              | Burlasa                  |                          | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full)                     | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|-------------------------------------------------------|--------------------------------------------------|----------------------|------|--------------------------------------------------|----------------|---------------------------------------|
|                          |                                                       |                                                  | From                 | To   |                                                  |                |                                       |
| ELEMENTARY               | Albuera North Central School                          | Elementary                                       | 2004                 | 2009 |                                                  | 2009           | Valedictorian                         |
| SECONDARY                | Dr. Geronimo B. Zaldivar Memorial School of Fisheries | High School                                      | 2009                 | 2013 |                                                  | 2013           | Valedictorian                         |
| VOCATIONAL/ TRADE COURSE | N/A                                                   |                                                  |                      |      |                                                  |                |                                       |
| COLLEGE                  | Visayas State University                              | Bachelor of Science in Civil Engineering         | 2013                 | 2018 |                                                  | 2018           | N/A                                   |
| GRADUATE STUDIES         | University of the Philippines - Diliman               | Master of Science in Civil Engineering           | 2020                 |      | with unit                                        |                | N/A                                   |

(Continue on separate sheet if necessary)

|           |  |      |            |
|-----------|--|------|------------|
| SIGNATURE |  | DATE | 01/02/2024 |
|-----------|--|------|------------|



| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S                                                                                  |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------|---------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|
| 29.                                                                                                                                                                              | NAME & ADDRESS OF ORGANIZATION<br>(Write in full)                                                      | INCLUSIVE DATES<br>(mm/dd/yyyy)                                |            | NUMBER OF<br>HOURS                                            | POSITION / NATURE OF WORK                                     |                                                              |
|                                                                                                                                                                                  |                                                                                                        | From                                                           | To         |                                                               |                                                               |                                                              |
|                                                                                                                                                                                  | N/A                                                                                                    | N/A                                                            | N/A        | N/A                                                           | N/A                                                           |                                                              |
|                                                                                                                                                                                  |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
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| (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<br>(Write in full)                   | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy)               |            | NUMBER OF<br>HOURS                                            | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                   |
|                                                                                                                                                                                  |                                                                                                        | From                                                           | To         |                                                               |                                                               |                                                              |
|                                                                                                                                                                                  | Training/Workshop of OpenFOAM (basic level) for Beginners                                              | 09/03/2023                                                     | 09/03/2023 | 4                                                             | Technical                                                     | R.K.S. Tech. & Services                                      |
|                                                                                                                                                                                  | Stuctural Analysis and Design in SAP2000                                                               | 08/25/2023                                                     | 09/15/2023 | 16                                                            | Technical                                                     | Association of Structural Engineers of the Philippines, Inc. |
|                                                                                                                                                                                  | SEISMIC ISOLATION SYSTEM: Principles, Applications, and Code Requirements                              | 02/17/2023                                                     | 02/24/2023 | 16                                                            | Technical                                                     | Association of Structural Engineers of the Philippines, Inc. |
|                                                                                                                                                                                  | ETABS X RCDC Online Training & Workshop                                                                | 07/03/2020                                                     | 07/10/2020 | 16                                                            | Technical                                                     | XSTRUCTURES                                                  |
|                                                                                                                                                                                  | ANALYSIS AND DESIGN OF STEEL FRAMED STRUCTURES USING STAAD.PRO + RAM CONNECTION<br>+ STEEL AUTODRAFTER | 06/19/2020                                                     | 06/26/2020 | 16                                                            | Technical                                                     | XSTRUCTURES                                                  |
|                                                                                                                                                                                  |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
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| (Continue on separate sheet if necessary)                                                                                                                                        |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
| VIII. OTHER INFORMATION                                                                                                                                                          |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
| 31.                                                                                                                                                                              | SPECIAL SKILLS and HOBBIES                                                                             | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) |            | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |                                                               |                                                              |
|                                                                                                                                                                                  | Construction                                                                                           | N/A                                                            |            | Philippine Institute of Civil Engineers, Inc.                 |                                                               |                                                              |
|                                                                                                                                                                                  | Leadership                                                                                             |                                                                |            |                                                               |                                                               |                                                              |
|                                                                                                                                                                                  |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
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| (Continue on separate sheet if necessary)                                                                                                                                        |                                                                                                        |                                                                |            |                                                               |                                                               |                                                              |
| SIGNATURE                                                                                                                                                                        |                                                                                                        |                                                                |            | DATE                                                          | 01/02/2024                                                    |                                                              |

| <div>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,<br/>a. within the third degree?<br/>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>                                                                                                                           |                                    |             | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------|---------|----------|-----------------------|------------------------------------|-------------|--------------------|----------------------------------|-------------|--------------------|-----------------|-------------|
| <div>35. a. Have you ever been found guilty of any administrative offense?<br/><br/>b. Have you been criminally charged before any court?</div>                                                                                                                                                                                                                                                                                                                                                                 |                                    |             | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>                                                                                                                                                                                                                                                                                                                                                                     |                                    |             | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>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?</div>                                                                                                                                                                                                                                                  |                                    |             | <div><div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:<br/>Resigned from my previous job</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br/>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?</div>                                                                                                                                                                                          |                                    |             | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |             | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country):<br/>_____</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>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:<br/>a. Are you a member of any indigenous group?<br/>b. Are you a person with disability?<br/>c. Are you a solo parent?</div>                                                                                                                                                                               |                                    |             | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Robbie Jay O. Peñolbo</td><td>Poblacion, Padre Burgos, So. Leyte</td><td>09974880609</td></tr><tr><td>Shenna Mae Sumugat</td><td>La Castellana, Negros Occidental</td><td>09460223271</td></tr><tr><td>Ramil B. Vinculado</td><td>Hilongos, Leyte</td><td>09060576843</td></tr></table>                                               |                                    |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  | NAME | ADDRESS | TEL. NO. | Robbie Jay O. Peñolbo | Poblacion, Padre Burgos, So. Leyte | 09974880609 | Shenna Mae Sumugat | La Castellana, Negros Occidental | 09460223271 | Ramil B. Vinculado | Hilongos, Leyte | 09060576843 |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ADDRESS                            | TEL. NO.    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| Robbie Jay O. Peñolbo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Poblacion, Padre Burgos, So. Leyte | 09974880609 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| Shenna Mae Sumugat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | La Castellana, Negros Occidental   | 09460223271 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| Ramil B. Vinculado                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Hilongos, Leyte                    | 09060576843 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>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.</div> |                                    |             | <div><div><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm<br/>(passport size)<br/><br/>With full and handwritten name tag and signature over printed name<br/><br/>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: SSS</div><div>ID/License/Passport No.: 0638136155</div><div>Date/Place of Issuance: 03/22/2016 / Cebu City</div></div><div><div>Signature (Sign inside the box)</div><div>01/02/2024</div><div>Date Accomplished</div></div><div><div>Right Thumbmark</div></div></div></div> |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>                                                                                                                                                                                                                                                                                                                 |                                    |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |      |         |          |                       |                                    |             |                    |                                  |             |                    |                 |             |