

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	Jadina			
FIRST NAME	Elia Maury	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Cunanan			
3. DATE OF BIRTH (mm/dd/yyyy)	05/12/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	☐ Male ☒ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.53	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	47.00		6521	
9. BLOOD TYPE	O		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street
11. PAG-IBIG ID NO.	N/A			6521
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.		N/A
13. SSS NO.	N/A	20. MOBILE NO.		960-655-9261
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)		eliamaury.jadina@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02197			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Jadina	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Mar Anthony	NAME EXTENSION (JR., SR)	Amara Juliana Cunanan-Jadina
MIDDLE NAME	Cuevas		07/21/2015
OCCUPATION	Overseas Filipino Worker		
EMPLOYER/BUSINESS NAME	MINERVA MARINE AGENCY. INC.		
BUSINESS ADDRESS	ERMITA MANILA, ERMITA NCR		
TELEPHONE NO.			
24. FATHER'S SURNAME	Cunanan		
FIRST NAME	Abel	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Dantes		
25. MOTHER'S MAIDEN NAME	Alyne Modina Valenzona		
SURNAME	Cunanan		
FIRST NAME	Alyne		
MIDDLE NAME	Valenzona	(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	Pangasugan Elementary School	Elementary	2003	2006		2006	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Development Communication (Major in Community Broadcasting)	2010	2014		2014	Cum Laude
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science in Development Sociology	2018	2024		2024	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/27/2025
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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	
(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			
	Webinar on Integrating the SDGs in HEI Curricula	02/19/2025	02/19/2025	3	Instruction	Instruction and Evaluation Office, Visayas State University
	Training Workshop on Writing Innovative Research Proposals	09/23/2024	09/24/2024	16	Research	"Office of the Vice President for Research and Extension (OVPRE), VSU, Visca, Baybay, City "
(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)	
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills		N/A		N/A	
	Singing and Dancing					
	- Basic computer literacy skills - Time Management skills - Positive and can work independently					
	Program Director and basic hosting skills					
	Community and Field Engagement					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/27/2025	

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? 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 items: 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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>CLE MARVEN P. BALAGA</td><td>BAYBAY CITY, LEYTE</td><td>9606559310</td></tr><tr><td>RHODORA A. BANDE</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9981554060</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	CLE MARVEN P. BALAGA	BAYBAY CITY, LEYTE	9606559310	RHODORA A. BANDE	VSU, VISCA, BAYBAY CITY, LEYTE	9981554060			
NAME	ADDRESS	TEL. NO.												
CLE MARVEN P. BALAGA	BAYBAY CITY, LEYTE	9606559310												
RHODORA A. BANDE	VSU, VISCA, BAYBAY CITY, LEYTE	9981554060												
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 Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: PASSPORT ID/License/Passport No.: P4654614C Date/Place of Issuance: 07/10/2023 / DFA BUTUAN	Signature (Sign inside the box) 02/27/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														