

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	BINUEZA		
FIRST NAME	JAKE ERNEST	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PEPITO		
3. DATE OF BIRTH (mm/dd/yyyy)	3/12/1993	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	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	153 CM	ZIP CODE	6521
8. WEIGHT (kg)	60 KG		
9. BLOOD TYPE	B +	18. PERMANENT ADDRESS	#817 CCF House/Block/Lot No. Street PUROK - 2 LINAO Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005147391	ZIP CODE	6541
11. PAG-IBIG ID NO.	1211-8897-4172		
12. PHILHEALTH NO.	1325-0760-3169		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	413 - 737 - 549	20. MOBILE NO.	09994080889
15. AGENCY EMPLOYEE NO.	V00950	21. E-MAIL ADDRESS (if any)	BINUEZA.JAKE@GMAIL.COM

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	NAME EXTENSION (JR., SR)		KATARINA MIRTH TALISIC BINUEZA	11/11/2017
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BINUEZA			
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAWOY			
25. MOTHER'S MAIDEN NAME	LIGAYA ROMERO PEPITO			
SURNAME	BINUEZA			
FIRST NAME	LIGAYA			
MIDDLE NAME	PEPITO			

(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	SAINT PETER'S COLLEGE		2000	2006		2006	
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL		2006	2010		2010	
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN MECHANICAL ENGINEERING	2010	2016		2016	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/15/17
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VI. 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

[illegible]



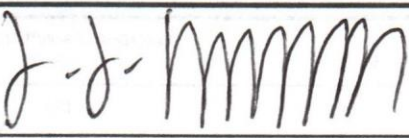
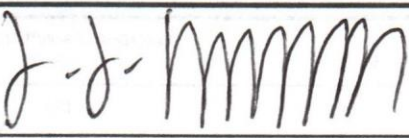


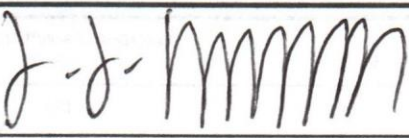

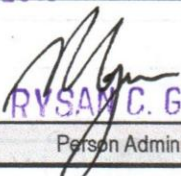
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	ELECTRONICS		N/A		PHILIPPINE SOCIETY OF MECHANICAL ENGINEERING - ORMOC - KANANGA
	GUITAR				
	PROGRAMMING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/15/17
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																	
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>																	
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																	
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																	
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>																	
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>																	
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>																	
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>ENGR. GENE LOURENZ P. SALAZAR</td><td>TENT CITY BRGY. SAN ISIDRO ORMOC CITY</td><td>9168684054</td></tr><tr><td>ENGR. CELSO GUMAOD</td><td>VSU BAYBAY CITY LEYTE</td><td>9176341532</td></tr><tr><td>ENGR. FERNANDO D. SIERVO</td><td>SOGOD SOUTHERN LEYTE</td><td>9125819782</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ENGR. GENE LOURENZ P. SALAZAR	TENT CITY BRGY. SAN ISIDRO ORMOC CITY	9168684054	ENGR. CELSO GUMAOD	VSU BAYBAY CITY LEYTE	9176341532	ENGR. FERNANDO D. SIERVO	SOGOD SOUTHERN LEYTE	9125819782	<div style="text-align: center;"></div> <div style="text-align: center;"></div>				
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<p>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.</p>																		
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<p>SUBSCRIBED AND SWORN to before me this <u>JAN 11 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%; text-align: center;"><p>ATTY. RYSA M. C. GUINOCOR Person Administering Oath</p></div>																		

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: January 9, 2017 – present
- Position: Instructor - 1
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Celso Gumaod
- Name of Agency/Organization and Location: Visayas State University ViSCA Baybay City, Leyte

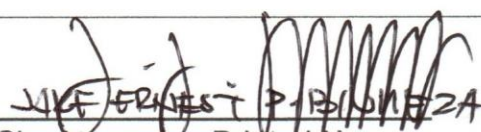
- List of Accomplishments and Contributions (if any)

- Development of Syllabus and Teaching Manual for Second Semester School Year 2016-2017 and First Semester School Year 2017-2018

- Summary of Actual Duties

Teaches assigned subject and performs other teaching related functions, among others the following;

- a.) Prepare teaching materials/guides and submit to department head.
- b.) Conducts examination (mid/final/long hours/quizzes).
- c.) Checks test papers and return 1 week after exam.
- d.) Submits grade sheet and turn over class records to department head two weeks after final examination.
- e.) Member in different committees.
- f.) Participate in the co-curricular activities.
- g.) Perform other functions assigned by the Department Head.


 (Signature over Printed Name
 of Employee/Applicant)

Date: 1/10/18