

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	BALBARINO		
FIRST NAME	ELVIE	N/A	
MIDDLE NAME	DUMAGUING		
3. DATE OF BIRTH (mm/dd/yyyy)	3/8/1997	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	150	House/Block/Lot No.	Street
8. WEIGHT (kg)	43	Subdivision/Village	SABANG
9. BLOOD TYPE	O+	BAYBAY CITY	LEYTE
10. GSIS ID NO.	N/A	City/Municipality	Province
11. PAG-IBIG ID NO.	121237865817	ZIP CODE	6521
12. PHILHEALTH NO.	13-025513087-1	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	House/Block/Lot No.	Street
14. TIN NO.	731-111-046	Subdivision/Village	SABANG
15. AGENCY EMPLOYEE NO.	VJ001381	BAYBAY CITY	Barangay
		City/Municipality	LEYTE
		ZIP CODE	Province
			6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09387304253
		21. E-MAIL ADDRESS (if any)	elviebalbarino2718@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	N/A	N/A	N/A	N/A
MIDDLE NAME	N/A		DWYNE ELISE B. MILLAPEZ	6/10/2022
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BALBARINO			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	URBONA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DUMAGUING			
FIRST NAME	ANABELLE			
MIDDLE NAME	RUBITE			

(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	BAYBAY NORTH CENTRAL SCHOOL		06-07-2004	03-27-2009		2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		06-06-2011	03-29-2013		2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ARTS IN ENGLISH LANGUAGE	01-09-2017	06-15-2018		2018	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 6, 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		
Society of English Education Department (SEED)	6/4/2014	3/30/2016	N/A	MEMBER
Asociation of Bachelor of English Language	8/2/2016	6/15/2018	N/A	MEMBER
<i>(Continue on separate sheet if necessary)</i>				

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			
HRIS Software Onboarding	12/6/2023	12/6/2023	8.0		VISAYAS STATE UNIVERSITY
Unlocking Excellence; The 5S Revolution for Clerks and Heads at VSU	11/29/2023	11/29/2023	8.0		VISAYAS STATE UNIVERSITY
Training Workshop on Risk Assessment	9/11/2023	9/12/2023	16.0		VISAYAS STATE UNIVERSITY
Gender Sensitivity Orientation	7/11/2023	7/11/2023	4.0		VISAYAS STATE UNIVERSITY
ISO 9001: 2015 Awareness and Re awareness Seminar	8/29/2023	8/29/2023	4.0		VISAYAS STATE UNIVERSITY
Layo na, Pero layo Pa: Conservations on Creating a Gender-Equal and Socially-Inclusive University	3/8/2023	3/8/2023	4.0		VISAYAS STATE UNIVERSITY
Orrientation/RE-Orrientation of Duties and Responsibilities od Ddrc and Addracs, and cascading documents and records control procedure manuals and Guidelines	2/9/2023	2/9/2023	4.0		VISAYAS STATE UNIVERSITY
ISO 9001: 2015 Awareness and Re awareness Seminar	2/15/2023	2/15/2023	4.0		VISAYAS STATE UNIVERSITY
GENDER SENSITIVITY TRAINING AND ANI SEXUAL HARASSMENT ORRIENTATION	9/14/2018	9/14/2018	8.0		VISAYAS STATE UNIVERSITY
MUTYA PUBLISHING ORRIENTATION	7/26/2018	7/27/2018	12.0		VISAYAS STATE UNIVERSITY
CAS JOB SEEKING SEMINAR	5/28/2018	5/28/2018	8.0		VISAYAS STATE UNIVERSITY
TV PROGRAM PRODUCTION WORKSHOP	10/12/2017	10/13/2017	16.0		VISAYAS STATE UNIVERSITY
LIFE SEMINAR	9/30/2016	9/13/2016	4.0		RIZAL TECHNOLOGICAL UNIVERSITY
THAT THING CALLED CHANGE SEMINAR	2/17/2016	2/17/2016	8.0		RIZAL TECHNOLOGICAL UNIVERSITY

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
READING NOVELS		N/A
BAKING		
Proficient in Microsoft Office		
Tutoring Kids		
Making Origami		
Video Editing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/06/2024
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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?
 b. within the fourth degree (for Local Government Unit - Career Employees)?

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?

If YES, give details: _____
 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?

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?

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?

If YES, give details: _____
 If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

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?

If YES, please specify: _____
 If YES, please specify ID No: _____
 If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)


NAME	ADDRESS	TEL. NO.
FLORA MAE A. GALENZOGA	ZONE 30, BAYBAY CITY LEYTE	9297136524
TONI MARC L. DARGANTES	GAAS, BAYBAY CITY LEYTE	9983286945
REYMAR D. DIAZ	CANDADAM, BAYBAY CITY LEYTE	9270361052

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.



ELVIE D. BALBARINO



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: TIN ID/License/Passport No.: 731-111-046 Date/Place of Issuance: 10-03-18/ ORMOC CITY	 Signature (Sign inside the box) 02/06/2024 Date Accomplished	
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath