CS Form No. 212
Revised 2017

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	PUNDAVELA		
FIRST NAME	DELLY JANE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LORENIO		
3. DATE OF BIRTH (mm/dd/yyyy)	09/24/1999	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	DULAG, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A (House/Block/Lot No.); N/A (Street); N/A (Subdivision/Village); RIZAL (Barangay); DULAG (City/Municipality); LEYTE (Province)
7. HEIGHT (m)	1.6	ZIP CODE	6505
8. WEIGHT (kg)	54	18. PERMANENT ADDRESS	N/A (House/Block/Lot No.); N/A (Street); N/A (Subdivision/Village); RIZAL (Barangay); DULAG (City/Municipality); LEYTE (Province)
9. BLOOD TYPE	AB	ZIP CODE	6505
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121310618714	20. MOBILE NO.	09758528535
12. PHILHEALTH NO.	13-025590250-5	21. E-MAIL ADDRESS (if any)	dellypundavela@gmail.com
13. SSS NO.	06-4503361-0		
14. TIN NO.	644227194		
15. AGENCY EMPLOYEE NO.	N/A		

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	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PUNDAVELA			
FIRST NAME	DARWIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VERMUG			
25. MOTHER'S MAIDEN NAME				
SURNAME	LORENIO			
FIRST NAME	MELINDE			
MIDDLE NAME	CAIDOY		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	RIZAL ELEMENTARY SCHOOL	ELEMENTARY	2006	2012	N/A	2012	VALEDICTORIAN
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL (STEM STRAND)	2012	2018	N/A	2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY, VISCA- MAIN CAMPUS BAYBAY LEYTE	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2018	2023	N/A	2023	COLLEGE HONOR
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
	Pundavela		01/09/2024

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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
RA 1080- CIVIL ENGINEERING BOARD PASSER	79.3	11/17/2023-11/18/2023	UNIVERSITY OF CEBU BANILAD CAMPUS	0206432	09/24/2027

(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	GOVT SERVICE (Y/ N)
From	To						
7/21/2022	12/21/2023	CUSTOMER SERVICE REPRESENTATIVE	VIRTUAL STAFFING SOLUTIONS, OPC	P20,000.00		PERMANENT	NO
12/29/2023	08/29/2024	OFFICE ENGINEER	BUILDTRON CONSTRUCTION CORP.	P15,600		PERMANENT	NO

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				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING	07/17/2024	7/18/2024	10-HOURS	TECHNICAL	DOLE REGION VIII
VIRTUAL OJT PROGRAM	10/21/2021	12/10/2021	64-HOURS	TECHNICAL	ENGINEERS NETWORK TECHNICAL TRAINING INSTITUTE (ENTTI) COMPANY
WORK IMMERSION	2017	2018	80-HOURS	FOUNDATION	TACLOBAN CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE
LISTONG PAMAYANAN COMMUNITY SIMULATION DRILL FOR TSUNAMI	02/26/2018	02/27/2018	16-HOURS	FOUNDATION	REGIONAL TRAINING CENTER VIII

(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)
ESSAY WRITING	1ST PLACE	SANGGUNIANG KABATAAN

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/09/2024

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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 apppointed, 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?	☐ 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: RESIGNATION
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? b. Are you a person with disability? c. Are you a solo parent?	☑ YES ☐ NO If YES, please specify: 4P'S MEMBER ☐ 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)

NAME	ADDRESS	TEL. NO.
ENGR. KATRINA CAMILLE MENDOZA ,ENTTI COMPANY PRESIDENT	QUEZON CITY	9178751908
JOANNA ROSE CAJANO, VSS SR. MANAGER HR	MAHARLIKA HIGHWAY DRAGONBALL COMPOUND	9171802257
RINA QUINTANA, LGU TREASURER	DULAG	9632452424

PUNDAVELA, DELLY JANE LORENO

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: PRC LICENSE
ID/License/Passport No.: 0206432
Date/Place of Issuance: 4/24/2024/PRC-TACLOBAN

Signature (Sign inside the box)

09/03/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this SEP 03 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. MILDRED JOY QUE, CPA
MUNICIPAL MAYOR – DULAG, LEYTE
PURSUANT TO SEC. 41, CHAPTER 10, BOOK I OF EO 292 AS AMENDED BY RA 6733.

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