

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	MOLINA		
FIRST NAME	EDELINA		NAME EXTENSION (JR., SR)
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/12/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	HERMOSILLA DRIVE
7. HEIGHT (m)	5 ft	16	Street
8. WEIGHT (kg)	55 kg	16	DISTRICT 28
9. BLOOD TYPE	"O"	24	Barangay
10. GSIS ID NO.	2005080074	32	ORMOC CITY
11. PAG-IBIG ID NO.	121027202594	24	LEYTE
12. RHL-HEALTH NO.	13-050100091-5	16	Province
13. SSS NO.	06-25972801	24	6541
14. TIN NO.	244-821-833	24	HERMOSILLA DRIVE
15. AGENCY EMPLOYEE NO.	6293421	32	Street
			DISTRICT 28
			Barangay
			ORMOC CITY
			LEYTE
			Province
			6541
			053-560-4683
			0956-433-6879
			edelinamolina5@gmail.com

II. FAMILY BACKGROUND

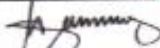
22. SPOUSE'S SURNAME	MOLINA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARLAW	NAME EXTENSION (JR., SR)	MAEVE JANCIS BAGARINAO MOLINA	23/05/2013
MIDDLE NAME	TIEMPO	N/A		
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	BAGARINAO			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TILO	N/A		
25. MOTHER'S MAIDEN NAME	JOSELINA BANTUGAN ZAPANTA (DECEASED)			
SURNAME	BAGARINAO			
FIRST NAME	JOSELINA			
MIDDLE NAME	ZAPANTA			

(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	ORMOC CITY CENTRAL SCHOOL	PRIMARY EDUCATION	06/01/1988	03/30/1994	N/A	1994	NONE
SECONDARY	SAINT PETER'S COLLEGE	SECONDARY EDUCATION	06/1994	03/1998	N/A	1998	NONE
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU	AB - INDUSTRIAL PSYCHOLOGY	06/01/1998	03/22/2002	N/A	2002	NONE
	CEBU TECHNOLOGICAL UNIVERSITY	CERTIFICATE IN PROFESSIONAL EDUCATION	02/04/2017	06/11/2017	None	N/A	None
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY	Master's in Public Administration (no documents yet)	02/2021	11/2021	36 units	None yet	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 23, 2024
-----------	---	------	----------------

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (# applicable)	
				NUMBER	Date of Validity
Career Service Professional Examination	80%	26/08/2003	Cebu City	07-130903-001	not indicated
LET		09/07/1905	Tacloban City, Leyte	1595372	12/11/2026

(Continue on separate sheet if necessary)

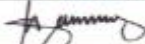
V. WORK EXPERIENCE

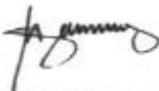
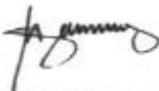
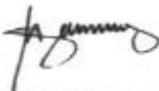



(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
011/07/2023	present	Administrative Officer II	Deped - Ormoc City Night High School	Confidential	SG 11	Permanent	Y
11/09/2022	11/06/2023	Administrative Officer II	DepEd - Schools Division of Ormoc City	Confidential	SG 11	Permanent	Y
01/04/2021	11/08/2022	Administrative Officer II	Deped - Ormoc City Central School	Confidential	SG 11	Permanent	Y
03/25/2019	01/04/2021	Administrative Assistant III	DepEd Ormoc City Division	Confidential	SG 9	Permanent	Y
08/19/2016	03/24/2019	Administrative Assistant II	DepEd Ormoc City Division	Confidential	SG 8	Permanent	Y
03/05/2016	5/20/2016	Research Assistant	Helpage International/COSE	Confidential	N/A	(COS) Project based	N
06/16/2014	03/04/2016	Team Leader	Helpage International/COSE	Confidential	N/A	Regular Project Based	N
02/01/2014	06/15/2014	Community Organizer	Helpage International/COSE	Confidential	N/A	Regular Project Based	N
25/02/2008	31/10/2013	Community Development Facilitator	Plan International, Phils	Confidential	N/A	Regular	N
10/02/2006	18/02/2008	Community Development Officer	Pearl S. Buck Foundation, Phils	Confidential	N/A	Regular	N
04/01/2006	09/02/2006	HR Staff	CORBOX	Confidential	N/A	Probationary	N
11/07/2005	01/20/2006	Enumerator (Baseline Survey - Southern Leyte Program Unit)	Plan International, Phils	Confidential	N/A	Project based	N
04/16/2002	06/28/2002	Enumerator (Solid Waste Mgt. Research- Los Banos, Laguna Areas)	UPLB	Confidential	N/A	Project based	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 23, 2024
-----------	---	------	----------------

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		
	None				
(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)
		From	To		
	All Hazard Community Emergency Response Training	11/15/2023	11/17/2023	24	Technical
	Certificate Program in Contract Management	09/17/2023	09/19/2023	24	Technical
	Non-Teaching Personnel on Priority Learning Needs	06/22/2022	06/24/2022	24	Technical
	DepEd Procurement Professionalism Program (3 PRO) - Basic Course	11/17/2021	11/19/2021	24	Technical
	Limited Face-to-Face Finalization and Presentation of PPMP CSE and Non CSE, Crafting of 2022 APP CSE and Re-Orientation on the Procurement Process Workflow	08/16/2021	08/18/2021	24	Technical
	Limited Face-to-Face Orientation and Preparation of PPMP, FY 2022 APP-CSE and Indicative FY 2022 APP Non-CSE	05/20/2021	05/20/2021	8	Technical
	2017 Omnibus Rules on Appointment and Other Human resource Actions (ORA OHRA), Revised July 2018	4/7/2021	4/8/2021	16	Technical
	Limited F2F Orientation on Republic Act (RA) 9184 and the Different Standardized Procurement Processes and Documents	12/03/2021	12/03/2021	8	Technical
	Limited F2F Orientation on RA 9184 and the Different Standardized Procurement Processes and Documents	03/10/2021	03/12/2021	24	Technical
	Limited F2F Orientation on the Preparation of PPMP, FY 2022 APP-CSE and Indicative FY 2022 APP Non-CSE	05/20/2021	05/20/2021	24	Technical
	Strand Interface on Programs and Guidelines (SIPAG) Conference 2021	02/24/2021	02/24/2021	2	Technical
	Limited Face-to-Face Virtual Orientation on the Preparation of Annual Procurement Plan for BE-LCP Funds for the Administrative Assistants and School Heads	02/03/2021	02/03/2021	8	Technical
	Orienting Oneself To Environmentally Sustainable Work Standards (1 of 2)	1/28/2020	1/28/2020		Technical
	Government Procurement under Bayanihan to Recover as one Act	09/30/2020	09/30/2021	8	Technical
	Unboxing of Simplified 6th Edition of the Philippine Bidding Documents for Goods and Infrastructure Projects	09/31/2020	09/30/2021	16.0	Technical
	'Gender Sensitivity Training: Workshop "Achieving Equality, Diversity, and Wellness in the Workplace"	12/19/2019	12/21/2019	24	Technical
	Capability Building on Revised Implementing Rules and Regulations of RA 9184	11/6/2019	11/8/2019	24	Technical
	Cluster Training on Program Management Information System (PMIS) Basic Education Inputs Module and System Enhancements	10/8/2019	10/11/2019	32	Technical
	Standard First Aid Training -Lay Rescuers	01/29/2019	01/31/2019	24	Technical
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	06/20/2018	06/21/2018	16	Technical
	Capability Building for School Heads and Non-Teaching Personnel on Providing Outstanding Customer Service, Maintaining Work Efficiency and Living a Life of Service	08/09/2017	08/11/2017	24	Technical
	Pedagogical Approaches in Teaching and Learning K to 12 Basic Education Program	02/1/2017	02/05/2017	40	Technical
	Home Care Services Training	09/23/2015	09/25/2015	24	Technical
	Training of Trainers on Inclusive DRR for Older Persons	06/22/2015	06/24/2015	24	Technical
	Training of Trainers on Older People Inclusive Disaster Risk Reduction	05/04/2015	05/06/2015	32	Technical
	Community Organizing/Development Training	02/16/2015	02/17/2015	16	Technical
	Innovative Farming Training for "Model Farmer's"	9/30/2014	10/03/2014	32	Technical
	Formation of Older Person Organization (OPO)	04/28/2014	04/30/2014	24	Technical
(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)
	COORDINATION AND NETWORKING SKILLS		NONE		
	FACILITATION SKILLS				
	COMMUNITY ORGANIZING SKILLS				
	COMPUTER LITERATE				
	BOOKKEEPING SKILLS				
(Continue on separate sheet if necessary)					
SIGNATURE				DATE	March 23, 2024

<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 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>16 <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>16 _____</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>32 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>24 _____</p> <p>16 _____</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>24 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>32 _____</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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ATTY. KARISMA IVEE L. AGRAVIADOR</td> <td>DepEd Ormoc City Division</td> <td>09994217598</td> </tr> <tr> <td>ARTEMIA G.LEOBERAS</td> <td>DepEd Ormoc City Division</td> <td>09333181428</td> </tr> <tr> <td>MARIBEL BANDEJO</td> <td>Ormoc City Night High School</td> <td>09190085185</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ATTY. KARISMA IVEE L. AGRAVIADOR	DepEd Ormoc City Division	09994217598	ARTEMIA G.LEOBERAS	DepEd Ormoc City Division	09333181428	MARIBEL BANDEJO	Ormoc City Night High School	09190085185
NAME	ADDRESS	TEL. NO.											
ATTY. KARISMA IVEE L. AGRAVIADOR	DepEd Ormoc City Division	09994217598											
ARTEMIA G.LEOBERAS	DepEd Ormoc City Division	09333181428											
MARIBEL BANDEJO	Ormoc City Night High School	09190085185											
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: : PRC ID</td> </tr> <tr> <td>ID/License/Passport No.: Reg. No.1595372</td> </tr> <tr> <td>Date/Place of Issuance: Manila</td> </tr> </table>	Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: : PRC ID	ID/License/Passport No.: Reg. No.1595372	Date/Place of Issuance: Manila	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) March 23, 2024 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) March 23, 2024 Date Accomplished							
Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: : PRC ID													
ID/License/Passport No.: Reg. No.1595372													
Date/Place of Issuance: Manila													
 Signature (Sign inside the box) March 23, 2024 Date Accomplished													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>		 Right Thumbmark											
 Right Thumbmark													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto; text-align: center; line-height: 50px;"> Person Administering Oath </div>													