

## 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.**

CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	CERENA		
FIRST NAME	TRISHA MAE	N/A	
MIDDLE NAME	GIMOTO		
3. DATE OF BIRTH (mm/dd/yyyy)	22/03/2000	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	BRGY.CAGBAS BAYUGAN CITY, AGUSAN DEL SUR	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	N/A House/Block/Lot No. N/A Subdivision/Village TANAUAN City/Municipality
7. HEIGHT (m)	153		STA. ISABEL Street LICOD Barangay LEYTE Province
8. WEIGHT (kg)	50	ZIP CODE	8500
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village TANAUAN City/Municipality
10. GSIS ID NO.	N/A		STA. ISABEL Street LICOD Barangay LEYTE Province
11. PAG-IBIG ID NO.	924203517106	ZIP CODE	6502
12. PHILHEALTH NO.	13-025635590-70		
13. SSS NO.	06-4687115-6	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	9563668083
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	trishamae.cerena22@gmail.com

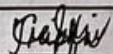
## II. FAMILY BACKGROUND

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
MIDDLE NAME	N/A	N/A	N/A
OCCUPATION	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	CERENA	N/A	N/A
FIRST NAME	JOVEL	N/A	N/A
MIDDLE NAME	GAYON	N/A	N/A
25. MOTHER'S MAIDEN NAME		N/A	N/A
SURNAME	GIMOTO	N/A	N/A
FIRST NAME	MARY JANE	N/A	N/A
MIDDLE NAME	GEDORIA	(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	AGUSAN DEL SUR PILOT LABORATORY SCHOOL	ELEMENTARY	05/06/2006	30/03/2012	N/A	2012	WITH HONORS
SECONDARY	ASSUMPTION ACADEMY AND SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	JUNIOR AND SENIOR HIGH SCHOOL	03/06/2013	06/04/2019	N/A	2019	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF PHYSICAL EDUCATION	18/04/2019	13/07/2023	N/A	2023	N/A
GRADUATE STUDIES	EASTERN VISAYAS STATE UNIVERSITY	MASTER OF ARTS IN EDUCATION MAJOR IN PHYSICAL EDUCATION	24/08/2024	ONGOING	UNIT EARNER	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/11/24
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	09/11/24
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**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		
LUCENA NATIONAL HIGH SCHOOL	29/08/2023	29/02/2024		VOLUNTEER TEACHER

(Continue on separate sheet if necessary)

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

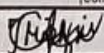
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
MICROSOFT DIGITAL LITERACY (WORK WITH COMPUTERS)	25/08/2024	25/08/2024		TECHNICAL	TESDA
MICROSOFT DIGITAL LITERACY (PARTICIPATE SAFELY AND RESPONSIBLY ONLINE)	25/08/2024	25/08/2024		TECHNICAL	TESDA
MICROSOFT DIGITAL LITERACY (CREATE DIGITAL CONTENT)	25/08/2024	25/08/2024		TECHNICAL	TESDA
MICROSOFT LITERACY (COMMUNICATE ONLINE)	25/08/2024	25/08/2024		TECHNICAL	TESDA
MICROSOFT DIGITAL LITERACY (COLLABORATE AND MANAGE CONTENT DIGITALLY)	25/08/2024	25/08/2024		TECHNICAL	TESDA
MICROSOFT DIGITAL LITERACY (ACCESS INFORMATION ONLINE)	25/08/2024	25/08/2024		TECHNICAL	TESDA
PAFTE WEBINAR SERIES (THE TEACHER AS A PERSON)	27/04/2024	04/05/2024		MANAGERIAL	PAFTE
PAFTE WEBINAR SERIES (THE TEACHER AS A PROFESSIONAL)	27/07/2024	27/07/2024		MANAGERIAL	PAFTE
PAFTE WEBINAR SERIES (THE TEACHER AS A PROFESSIONAL)	17/08/2024	17/08/2024		MANAGERIAL	PAFTE
PAFTE WEBINAR SERIES (THE TEACHER AS A COMMUNITY WORKER)	24/08/2024	24/08/2024		MANAGERIAL	PAFTE
PAFTE WEBINAR SERIES (THE TEACHER AS AN ADVOCATE OF TECHNOLOGY)	9/31/2024	9/31/2024		TECHNICAL	PAFTE
UGNAYAN RPMS-PPST MID YEAR REVIEW	24/01/2024	25/01/2024		TRAINEE	ROSALINDA B. CABALTERA
1ST SHIFT TEACHING INTERNSHIP	08/02/2023	10/03/2023		PRACTICE TEACHER	DANEDHEL R. MOCORRO,MAT
2ND SHIFT TEACHING INTERNSHIP	09/03/2023	09/04/2023		PRACTICE TEACHER	PONCIANO BRIAN I. CRUZATA

(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)
ORGANIZATIONAL SKILLS	PRACTICUM AWARDEE	MAPEH ORGANIZATION
PHOTO AND VIDEO EDITING	DECLAMATION CHAMPION	CULTURAL ASSOCIATION GUILD OF TANAUAN LEYTE
OFFICE ADMINISTRATION	JUDGE (FESTIVAL COMPETITION PE AND HEALTH)	PARISH YOUTH MINISTRY OF TANAUAN LEYTE
COMPUTER LITERATE	JUDGE (GALAW PILIPINAS MASS DEMO COMPETITION)	
COMMUNICATION	JUDGE (PERSONAL DEVELOPMENT ROLE PLAY)	
TEAMWORK		
TIME MANAGEMENT		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/11/24
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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)?

☐ 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:

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?

☐ YES ☒ NO  
If YES, please specify:

b. Are you a person with disability?

☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?

☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
PONCIANO BRIAN JOSEPH I. CRUZATA	LEYTE NORMAL UNIVERSITY INSTRUCTOR	9958879825
DR. CHARLENE G. ESPINA	EYECENTRIX VISION CARE CLINIC	9087646868
ROMEO L. ODTUHAN	SERVICE DEPARTMENT HEAD MITSUBISHI TACLOBAN	9171307899

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

ID/License/Passport No.: 2182993

Date/Place of Issuance: 04/11/2024

Signature (Sign inside the box)

04/11/24

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. EDUARDO CHAVEZ  
Notary Public  
Until Dec 31, 2024  
Appointment No. NC-2023-0178  
PTR No. 3739676  
Roll No. 35352  
JEP Lifetime No. 426783  
Person Administering Oath