

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	ENAYA		
FIRST NAME	BELJUN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PADECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/28/1989	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	SOGOD, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.74	18. PERMANENT ADDRESS	House/Block/Lot No. Street R. KANGLEON Subdivision/Village Central SAN FRANCISCO SOUTHERN LEYTE City/Municipality Province 6611
8. WEIGHT (kg)	76 KGS	19. TELEPHONE NO.	563-0374
9. BLOOD TYPE	B+	20. MOBILE NO.	09231810905
10. GSIS ID NO.	On Process	21. E-MAIL ADDRESS (if any)	beljun.enaya@vsu.edu.ph
11. PAG-IBIG ID NO.	On Process		
12. PHILHEALTH NO.	13-201823017-1		
13. SSS NO.	N/A		
14. TIN NO.	436-539-234-000		
15. AGENCY EMPLOYEE NO.	V01074		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PEREZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARY GRACE	NAME EXTENSION (JR., SR) N/A	ANAIS YVAINA P. ENAYA	01/06/2019
MIDDLE NAME	CARBONEL			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	563-0374			
24. FATHER'S SURNAME	ENAYA			
FIRST NAME	ISABELO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CABERTE			
25. MOTHER'S MAIDEN NAME	PADECIO			
SURNAME	ENAYA			
FIRST NAME	ANGELITA			
MIDDLE NAME	ZAMORA			

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	SAN FRANCISCO CENTRAL ELEMENTARY SCHOOL	N/A	1996	2002	N/A	2002	N/A
SECONDARY	SAINT JOSEPH COLLEGE	N/A	2002	2006	N/A	2006	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAN CARLOS SEMINARY COLLEGE	BACHELOR OF ARTS IN PHILOSOPHY	2006	2010	N/A	2010	N/A
GRADUATE STUDIES	UNIVERSITY OF SAN JOSE-RECOLETOS	MASTER OF ARTS IN PHILOSOPHY	2014	2018	N/A	2018	CHED


SIGNATURE	DATE
	JULY 17, 2020

[illegible]

V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	JULY 17, 2020
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	SACRED HEART CATHOLIC CHARISMATIC COMMUNITY	8/13/2017	8/13/2017	1.0	RESOURCE SPEAKER
	SACRED HEART CATHOLIC CHARISMATIC COMMUNITY	8/13/2017	8/13/2017	8.0	FACILITATOR
	KNIGHTS OF COLUMBUS	8/1/2014	PRESENT	1.0	CHOIR
	KABALIKAI	11/20/2019	PRESENT	1.0	COMMUNICATOR VOLUNTEER
	BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS	12/14/2015	PRESENT	1.0	REGULAR MEMBER / SPEAKER

INCLUSIVE DATES OF					
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[illegible]

NAME	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
...	...

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Sports (Basketball, taekwondo, table tennis, etc.)	None	Debate Society
Excellent Communication Skills		Sacred Heart Catholic Charismatic Community
General Knowledge Proficiency		Knights of Columbus
Musically inclined (Choir / Group)		Maasion Seminarians' Organization
		PHAVISMINDA
		SOCIETAS ETHICA PHILOSOPHICA
		SOCIAL ETHICS SOCIETY

SIGNATURE		DATE	JULY 17, 2020
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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?

b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ YES☒ NO

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?

☐ 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)?

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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

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.
Elwin Jay Yu	BAYBAY CITY	9357882192
Juliet Redula	CEBU CITY	9958425853
Dean Ruffel Flandez	BAYBAY CITY	9087896619

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.

BELJUN PADEJO ENAYA

Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H12-18-003093

Date/Place of issuance: 10/05/2018 / LTO, Baybay City

Signature (Sign inside the box)
JULY 17, 2020
Date Accomplished

SUBSCRIBED AND SWORN to before me this 27 III 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
Person Administering Oath

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WORK EXPERIENCE SHEET

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


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 from most recent first.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Duration: January 1, 2019 – Present • Position: Regular - Instructor I • Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences • Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr. • Name of Agency/Organization and Location: Visayas State University
 • List of Accomplishments and Contributions (if any) <ul style="list-style-type: none"> ○ Extension Project Leader ○ Speaker of a training ○ Presented Papers during Conferences
 • Summary of Actual Duties <ul style="list-style-type: none"> ○ Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements ○ Responsible in heading a department committee and in documenting the minutes of the meeting for the Department Personnel Committee |
| <ul style="list-style-type: none"> • Duration: June 11, 2018 – December 31, 2018 • Position: Substitute-Regular Instructor I • Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences • Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr. • Name of Agency/Organization and Location: Visayas State University
 • List of Accomplishments and Contributions (if any) <ul style="list-style-type: none"> ○ Made students in Rizal in creating little reform (practical) activities • Summary of Actual Duties <ul style="list-style-type: none"> ○ Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements |
| <ul style="list-style-type: none"> • Duration: June, 2014 – May, 2018 • Position: Part-time Instructor • Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences • Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr. • Name of Agency/Organization and Location: Visayas State University
 • List of Accomplishments and Contributions (if any) <ul style="list-style-type: none"> ○ Coached VSU Debate Team and made it win in competitions ○ Coordinated with DILG in Sangguniang Kabataan Mandated Training ○ Co-authored a textbook in New CHED General Education Course: Ethics ○ Made students in Rizal in creating little reform (practical) activities |

- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements

- Duration: Nov., 2012 – May, 2014
- Position: ESL Teacher
- Name of Office/Unit: Writing Department / Video Class Department
- Immediate Supervisor: Christine Joy Amoin
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City

- Summary of Actual Duties
 - Responsible in teaching English to South Koreans in different levels through online / offline, correcting essays and submit corrected files on time, and checking/monitoring/communicating the attendance of the students


BELJUN P. ENAYA
(Signature over Printed Name
of Employee/Applicant)

Date: July 17, 2014