

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	BOLECHE		
FIRST NAME	JOANAH LOUIELA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORAPA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/21/1995	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	TACLOBAN CITY, LEYTE	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 checked="" type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street MASLUG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.524	ZIP CODE	6521
8. WEIGHT (kg)	50		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street MASLUG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	121230113607		
12. PHILHEALTH NO.	13-025494812-9		
13. SSS NO.	639061478	19. TELEPHONE NO.	NONE
14. TIN NO.	723-651-962	20. MOBILE NO.	+639354145564
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	JLOUIELAB@YAHOO.COM


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		NIA	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BOLECHE			
FIRST NAME	LUNITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GADAINGAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ORAPA			
FIRST NAME	ERLINDA			
MIDDLE NAME	LUMAKIN		(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	MASLUG ELEMENTARY SCHOOL	NIA	6/24/2002	3/30/2008	NIA	2008	FIRST HONORS
SECONDARY	PLARIDEL NATIONAL HIGH SCHOOL	NIA	6/1/2008	3/30/2012	NIA	2012	VALEDICTO RIAN
VOCATIONAL / TRADE COURSE	NA	NIA	NIA	NIA	NIA	NIA	NIA
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BACHELOR OF SCIENCE IN MANAGEMENT	6/1/2012	6/27/2017	NIA	2017	NIA
GRADUATE STUDIES	NA	NIA	NIA	NIA	NIA	NIA	NIA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/01/2025
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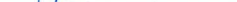
IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/01/2025
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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		
ASEAN Youth Leaders Association Philippines - Leyte Chapter (Tacloban City)	2017	present		Community Development Department Member
Philippine Junior Jaycees Inc. - Tacloban Sinirangan - (Tacloban City)	2015	present		Youth Affairs Team Member
Youth Entrepreneurs Society (YES) - Tacloban City	2015	7/9/1905		Member
Junior People Management of the Philippines (JPMAP) - (Tacloban City)	2012	7/9/1905		Ways and Means Committee Member
UP Association of Cana-Cebuano Speaking Students (UP Access) - (Tacloban City)	2012	7/9/1905		Member

(Continue on separate sheet if necessary)

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

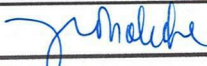
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012, and Privacy Impact Assessment for Visayas State University Personnel	6/10/2025	6/10/2025	8.0		VISAYAS STATE UNIVERSITY
Orientation on the BOR Approved Internal Audit Framework	5/27/2025	5/27/2025	8.0		VISAYAS STATE UNIVERSITY
Orientation and Re-orientation of Guidelines and Procedures on Processes/ Services of the Offices Under Administrative Services (AS)	4/8/2025	4/8/2025	8.0		VISAYAS STATE UNIVERSITY
"Yung Sumakses Ka!: Toolkits for Flourishing"	4/3/2025	4/3/2025	8.0		VISAYAS STATE UNIVERSITY
Orientation on Financial Management Transactions in VSU	3/13/2025	3/13/2025	8.0		VISAYAS STATE UNIVERSITY
Training on Monthly Financial Report Writing for Accurate and Transparent Reporting of Basic Course Training on the RA 9184 and Its Revised Implementing Rules and Regulations Act of 2016	03/25/2025	03/25/2025	8.0		VISAYAS STATE UNIVERSITY
	11/26/2024	11/28/2024	24.0		VISAYAS STATE UNIVERSITY
ISO 9001:2015 Awareness/Re-awareness Seminar	9/9/2024	9/9/2024	8.0		VISAYAS STATE UNIVERSITY
Public Management Workshop 2024	9/18/2024	9/20/2024	24.0		VISAYAS STATE UNIVERSITY
Seminar on Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/2024	16.0		VISAYAS STATE UNIVERSITY
Shaping Culture: Embracing Values for Productive Workplace Performance	5/15/2024	5/15/2024	8.0		VISAYAS STATE UNIVERSITY
Financial Transactions Forum	3/20/2024	3/20/2024	8.0		VISAYAS STATE UNIVERSITY
The 5S Revolution for Clerks and Heads	11/29/2023	11/29/2023	8.0		VISAYAS STATE UNIVERSITY
Training/ Workshop on Advanced Microsoft Excel Functions and Shortcuts for Financial Transactions Processing and Reporting	11/28/2023	11/28/2023	4.0		VISAYAS STATE UNIVERSITY
Mental Health Wellness Seminar	4/25/2023	4/25/2023	8.0		VISAYAS STATE UNIVERSITY
ISO 9001:2015 Awareness/Re-awareness Seminar	8/30/2022	8/31/2022	8.0		VISAYAS STATE UNIVERSITY
Hands-only Cardiopulmonary Resuscitation	7/21/2022	7/22/2022	8.0		VISAYAS STATE UNIVERSITY
Global Communications Training	3/25/2019	4/28/2019	160.0		ePerformax BPO and Contact Center
YOUnified ALL IN Tacloban Youth Expo	12/3/2016	12/3/2016	5.0		Young Southeast Asian Leaders Initiative
Entrepreneurship: Destiny or Choice?	10/26/2016	10/26/2016	5.0		Division of Management

(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)
N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	07/01/2025

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

If YES, give details:

☐ 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)?

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:

☐ 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:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

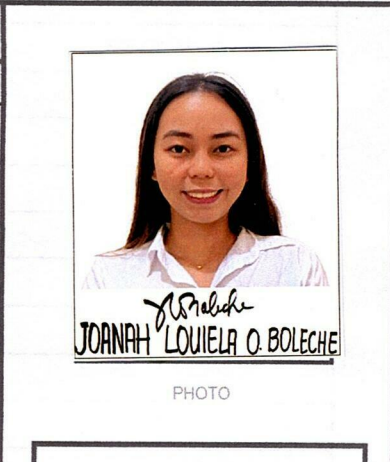
☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Michael Rudolph B. Falle	Head Census Area Supervisor, PSA-Tacloban City	9171062588
Engr. Noel B. Elizaga	Division of Management Chairperson, Tacloban City	323-2323
Louella C. Ampac	Director of Finance, VSU, Baybay City, Leyte	9175423297

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:

Passport

ID/License/Passport No.:

P5005155C

Date/Place of Issuance:

Tacloban/ 15 Aug 2023



Signature (Sign inside the box)

07/01/2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. KAREN ABEGAIL S. MONTERON

VSU Director, Legal Affairs and Services

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.

ADMINISTRATIVE AIDE III

- Duration: January 1, 2023 - present
- Position: Administrative Aide III
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University

List of Accomplishments and Contributions (if any)

- Prepares financial reports and financial statements for submission to COA, DBM and other concerned offices on time.

Summary of Actual Duties

- Handle the bookkeeping functions of the Business- Related Fund that includes but are not limited to identifying transactions, ensuring all voucher and payrolls have correct accounting entries, post to the Accounting BAOM, prepares Trial Balance, General and Subsidiary Ledger for VSU Main's transactions, and prepares necessary adjusting general journal entries.
- Prepares bank reconciliation for Business-Related Funds.
- Perform the pre-audit of the Summary of Sales and Credit Collection Reports by checking the accuracy of IGP Reports (Both from IGF and BRF fund clusters).
- Prepare Financial Statements per IGP project and Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects

Administrative Aide I

- Duration: February 02, 2022, to December 31, 2022
- Position: Administrative Aide I
- Name of Office/Unit: Accounting Office
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City, Leyte

List of Accomplishments and Contributions

- Helps achieve team quarterly goals on preparation of timely financial reports.
- Monitored 16 Trust Projects, and 6 /trust Liabilities Projects

Summary of Actual Duties

- Sorts/segregates paid vouchers for Accounting and COA Files under GF, STF, 101 Trust and IGP Funds.
- Prepares journal entries, voucher for 101 Trust Projects and Liabilities.
- Controls earmarks PPMP's, PR's, contracts and appointments under 101 Trust Projects and Liabilities.

- Obligates vouchers, pa earmarks PPMP's, PR's, contracts and appointments under 101 Trust Projects and Liabilities.
- Liquidates obligated vouchers, pa earmarks PPMP's, PR's, contracts and appointments under 101 Trust Projects and Liabilities.
- Prepares quarterly, semi-annual, annual/terminal Financial Report on each project monitored.
- Performs other tasks as assigned by superior from time to time such as but is not limited to assisting the processing team in the pre-auditing of payrolls, assist the bookkeeping team during the preparation of Annual Financial Reports.

CENSUS AREA SUPERVISOR

- Duration: September 1, 2020 - October 15, 2020
- Position: Census Area Supervisor (CAS)
- Name of Office/Unit: Philippine Statistics Authority – Leyte
- Immediate Supervisor: Michael B. Falle
- Name of Agency/Organization and Location: Philippine Statistics Authority – Tacloban, Leyte

List of Accomplishments and Contributions (if any)

- Helps distribute necessary materials and submit important documents to Head Office on time
- Acts as a liaison between Barangay LGUs regarding boundary disputes
- Ensures that the ongoing census is facilitated efficiently, that following the planned allotted time and is strictly following set guidelines

Summary of Actual Duties

- Performing random spot checks, re-interviews, and observations with the field enumerators and team supervisors
- Guiding, and solving queries and clarifications of field enumerators
- Reviewing accomplished forms and checking for its completeness, accuracy and consistency
- Ensuring field enumerators have sufficient support
- Preparing supervision plan, weekly progress reports, incident reports, if any, summary reports, accomplishment reports among others


Joanah Louiela O. Boleche
Applicant

Date: July 01, 2025