

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 () 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	CAINTIC		
FIRST NAME	LENITA		NAME EXTENSION (JR., SR)
MIDDLE NAME	LAPASANDA		
3. DATE OF BIRTH (mm/dd/yyyy)		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	BAYBAY 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 type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated abandoned since 2005	17. RESIDENTIAL ADDRESS	143 House/Block/Lot No. Street Sta. Cruz Baybay City Subdivision/Village Barangay Leyte City/Municipality Province
7. HEIGHT (m)	5' 1"	ZIP CODE	6521
8. WEIGHT (kg)	62 kgs	18. PERMANENT ADDRESS	143 House/Block/Lot No. Street Sta. Cruz Baybay City Subdivision/Village Barangay Leyte City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	02003629540	19. TELEPHONE NO.	(1042)
11. PAG-IBIG ID NO.	1211-2568-1068	20. MOBILE NO.	09265453442
12. PHILHEALTH NO.	1300-0093-5515	21. E-MAIL ADDRESS (if any)	lapasandalenita@gmail.com
13. SSS NO.	NA		
14. TIN NO.	922-434-128		
15. AGENCY EMPLOYEE NO.	V-00584		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA (abandoned since 2005)		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA		Gayle L. Caintic	11-18-90
MIDDLE NAME			Grace L. Caintic	3-12-94
OCCUPATION	NA		Glenn Paulo L. Caintic	4-1-99
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		Gian Adel L. Caintic	8-12-2004
BUSINESS ADDRESS	BRGY PANGASUGAN BAYBAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	LAPASANDA (DECEASED)			
FIRST NAME	DIOSCORO			
MIDDLE NAME	MATCONDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VARDON			
FIRST NAME	MERCEDES			
MIDDLE NAME	GALONIA			

(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	Sta. Cruz Elementary School		1970	1976			
SECONDARY	Baybay High School		1976	1981			
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	Bachelor of Science in Development Comm.	1986	1986	105 units	NA	NA
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	LCaintic	DATE	1-3-2024
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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
	NA	NA	NA	NA	NA	

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				SALARY/ JOB/ PAY GRADE/CL		GOVT
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[illegible]

SIGNATURE	<i>Ascaniti</i>	DATE	1-3-2024
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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		
	Lahug Women's Organisation	1-2010	2-2011	2hr/wk	Member
	Sitio Rio Das Chapel	5-2014	2-2017	3yrs.	President

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Cooking		
Lawn Manicuring		
Table Setting	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE	<i>JJ Cantu</i>	DATE	1-3-2024
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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 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.
Attrah Mae Godoy	Hibunawan Baybay City 09617501	
Rizal Tanaid	Guadalupe Baybay City, 09269064	
Benito Javier	Marcos Baybay City	

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: Bag-ibig ID

ID/License/Passport No.: 1211-2568-1068


Date/Place of Issuance: 42009 Cebu City

Scantia

Signature (Sign inside the box)

1-3-2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 13 2024 at Baybay City, Leyte by Scantia affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 96
Page No. 1
Book No. 1211
Series of 26

NOTARY PUBLIC FOR THE PROVINCE OF LEYTE, CITY OF BAYBAY
NOTARIAL COMMISSION NO. 15-27-42-07
UNTIL DECEMBER 31, 2024
PTR NO. 80821073 - UNTIL 3.2024
IBP O.R. NO. 355 - UNTIL 3.2024
MCLE COMPLIANCE NO. 15-0088543 - VALID UNTIL APRIL 14, 2024
ATTORNEY'S REG. NO. 42294
Person Administering Oath
R. MAGSAY Baybay City, Leyte

CS FORM 212 (Revised 2017), Page 4 of 4

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.

Sample: If applying to Supervising Administrative Officer

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:

- List of Accomplishments and Contributions (if any)

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- Summary of Actual Duties

Cleaning of dining hall, sweeping, mopping of floors, wiping
 ○ of chairs, counter tops and tables
 Monitors, records withdrawals and deliveries of
 ○ stocks
 Making of daily reports
 Performs other functions assigned by superior
 and other office staff.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

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JJ Cantic
Lenita L. Cantic
 (Signature over Printed Name
 of Employee/Applicant)
 Date: 01/01/99