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PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 ANDO AME EXTENSION (JR., SR) FIRST NAME LINDY JANE MIDDLE NAME LAUREÑO 13/04/1997 16. CITIZENSHIP ☑ Filipino ☐ Dual Citizenship (mm/dd/yyyy) □by birth ☐by naturalization If holder of dual citizenship. Pls. indicate country: ORMOC CITY, LEYTE 4. PLACE OF BIRTH please indicate the details. V 5 SEX ☐ Male ☑ Female ☐ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No ☐ Widowed ☐ Separated PUROK KALIPAYAN MAS-IN Other/s: Subdivision/Village Barangay ORMOC LEYTE 7. HEIGHT (m) 1.6 City/Municipality Province 57 ZIP CODE 6541 8. WEIGHT (kg) 18. PERMANENT ADDRESS 9. BLOOD TYPE 0 Street House/Block/Lot No. MAS-IN PUROK KALIPAYAN 10. GSIS ID NO. 2005471438 Barangay Subdivision/Village ORMOC LEYTE 11. PAG-IBIG ID NO. 1212-1511-0259 City/Municipality 12. PHILHEALTH NO. 1325-0777-5385 ZIP CODE 6541 13 SSS NO 0640594293 19 TELEPHONE NO NONE 14. TIN NO. 343-174-893 20. MOBILE NO. 09751401341 15. AGENCY EMPLOYEE NO. ON PROCESS 21. E-MAIL ADDRESS (if any) andolindyjane@gmail.com 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME N/A NAME EXTENSION (JR., SR) FIRST NAME N/A N/A N/A MIDDLE NAME N/A N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME BUSINESS ADDRESS N/A TELEPHONE NO. N/A 24. FATHER'S SURNAME ANDO NAME EXTENSION (JR., SR) FIRST NAME MAXIMO INDOLOS MIDDLE NAME 25. MOTHER'S MAIDEN NAME LAUREÑO SURNAME AILEEN FIRST NAME MIDDLE NAME LAMIGO (Continue on separate sheel if necessary) SCHOLARSHIP/ ACADEMIC HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL UNITS EARNED GRADUATED HONORS (if not graduated) RECEIVED From To 2002 2008 MAS-IN ELEMENTARY SCHOOL 2008 Salutatorian ELEMENTARY NEW ORMOC CITY NATIONAL HIGH SCHOOL 2008 NONE SECONDARY 2012 2012 VOCATIONAL / N/A TRADE COURSE VISAYAS STATE UNIVERSITY NONE Bachelor of Science in Civil Engineering 2017 COLLEGE 2012 2017 GRADUATE STUDIES SIGNATURE DATE July 17,2019 CS FORM 212 (Revised 2017), Page 1 of 4

27. CAR	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE		DATE OF			LICENSE (if applicable)			
В	ARANGAY ELIGIBILITY	/ / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMIN	ATION / CONFE	RMENT	NUMBER	Date of Validity
	RA 1080 BOARD EXAM		81.7	11/11/2017	CEB	BU CITY		0162279	13/04/202
	EXPERIENCE			ntinue on separate sheet if					
28. INCL	USIVE DATES nm/dd/yyyy)	Start from your recent of POSITION TITE (Write in full/Do not a	LE	DEPARTMENT / AGEN	ICY / OFFICE / COMPANY o not abbreviate)	Work Exper	SALARY/JOB/PAY GRADE (if applicable)& STEP (Formal *00-0*)/	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
September,	PRESENT Instructor I		1	Visayas Sta	22149.00	INCREMENT 12-1	TEMPORARY	Υ	
2018 26/02/2018	25/08/2018	Office Engineer			oup of Companies	11000.00	N/A	Probationary Probationary	N
1		910							
SIGN	ATURE	Sila	(Con	tinue on separate sheet if n	DATE		July 17	, 2019	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CITY ON-GOVERNME	ENT/PEOPLE/	VOLUNTARY	ORGANIZAT			
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		IVE DATES (dd/yyyy)	NUMBER OF HOURS	(B) (620)	POSITION / NATURE OF WORK	
					The state of the second	
			0.00			
	Continue on separate	sheet if necessary	y)			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING Start from the most recent L&D training program and include only the relevant L&D training taken			Chief Executive Ma	nagerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIV ATTE	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
Orientation of Nautu Hirad Degular and Dot time Employee	From	То		Technical/etc)		
Orientation of Newly-Hired Regular and Part-time Employee Fechnopreneurship Opportunities for Engineering Graduate	Aug. 30, 2018 Feb. 23, 2017		16.0	Technical	VSU ODA-HRD	
Phil-Lidar Visayas Cluster Conference and Data Turnover	Nov.11, 2017		16.0	Technical	Engr. Eulalio G. Lagapa, Jr. VSU Phil-Lidar 1	
	1404.11, 2017	NOV. 12, 2017	16.0	Technical	VSO Phil-Lidar 1	
					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
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					7 C. SEE 2.10.	
The state of the s	5.5				E. L. Company and	
and the section of th		1 1 1 1 1				
		12.12	1000	172		
VIII. OTHER INFORMATION	Continue on separale	sneet if necessary				
	NON-ACADEMIC DISTI		GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Cooking	SZ. (Write in full)					
Playing Frisbee					Philippine Institute of Civil Engineers	
		271-50				
		tio				
21	30,43	3 14 17				
	Continue on separate	sheet if necessar			1 1 2 2 1 1 2	
SIGNATURE	ALD .	a business cause of the	D	ATE	July 17, 21/9 CS FORM 212 (Revised 2017), Page 3 of	

-							
34.	Are you related by consanguinity or affinity to the pointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,						
	a. within the third degree?	☐ YES	☑ NO				
	b. within the fourth degree (for Local Government Unit - Ca	☐ YES	☑ NO				
			If YES, give de	etails:			
35.	a. Have you ever been found guilty of any administrative o	ffense?	☐ YES	☑ NO			
			If YES, give de	etails:			
			☐ YES				
	b. Have you been criminally charged before any court?			☑ NO			
			If YES, give details: Date Filed:				
			Status of Case/	's:			
36.	Have you ever been convicted of any crime or violation of	☐ YES	☑ NO				
	by any court or tribunal?	If YES, give details:					
37	Have you ever been separated from the service in any of the	no following modes: regignation					
	retirement, dropped from the rolls, dismissal, termination, e		☐ YES If YES, give de	✓ NO stails:			
	out (abolition) in the public or private sector?	The Mark of the second					
38.	a. Have you ever been a candidate in a national or local ele	ection held within the last year (except	☐ YES	☑ NO			
	Barangay election)?	If YES, give details:					
	b. Have you resigned from the government service during		☐ YES	☑ NO			
	election to promote/actively campaign for a national or loca		If YES, give de	etails:			
39.	Have you acquired the status of an immigrant or permanen	nt resident of another country?	☐ YES ☑ NO				
			If YES, give details (country):				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma	agna Carta for Disabled Persons (RA					
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)						
1.	Are you a member of any indigenous group?		☐ YES	☑ NO			
	Are you a person with disability?	If YES, please spe	ecify:				
	Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:				
	Are you a solo parent?		☐ YES ☑ NO				
			If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	nt /appointee)					
	NAME	ADDRESS	TEL. NO.				
	ENGR. LESLEY JOY BALCOS	ZAPATERA, CEBU CITY, CEBU	0928-205-1067	9.6			
	PROF. EPIFANIA G. LORETO	Visayas State University-Baybay City, Leyte	0922-293-1815				
		Loyto					
42.	I declare under oath that I have personally accomplished	d this Personal Data Sheet which is a tr	TILD COFFEET and				
	complete statement pursuant to the provisions of pertin	ent laws, rules and regulations of the	Republic of the				
	Philippines. I authorize the agency head/authorized repr	resentative to verify/validate the contents	s stated herein.	ANDO, LINDY JA	MEI		
	I agree that any misrepresentation made in this doc administrative/criminal case/s against me.	cument and its attachments shall cause	se the filing of	ANDO, LINDT JA	NE L.		
=							
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance	21.200					
	overnment Issued ID: PRC	Sid a more	_				
H		0 00					
H	/License/Passport No.: 0162279	ox)		- 1			
Da	ste/Place of Issuance: September 5, 2018/Ormoc City	July 17, 2019 Date Accomplished		Right Thumbmark			
-	CLIDOCDIDED AND OWODN to be for some						
	SUBSCRIBED AND SWORN to before me this 19	AUG 2019 , affiant exhibit	ing his/her validly issu	ued government ID as indicated abo	ove.		
		NII					
		/ Jugani					
	<u>9. T</u>	TY. RYSAN C. GUINOCOR					
	V	SULEGAL idensication of the Sulegar Su	h				

WORK EXPERIENCE SHEET

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

- 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.
- Duration: Sep, 2018 Present
- · Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- · Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Performs Instruction, research, and extension functions of the department
- Duration: Feb, 2018 Aug, 2018
- · Position: Office Engineer
- Name of Office/Unit: Construction Project Management Department
- Immediate Supervisor: Josephine Penuela
- Name of Agency/Organization and Location: Prince Retail Group of Companies, MC Briones St., Cebu City
 - Summary of Actual Duties
 - Assisting site engineers with their queries related to designs and construction
 - Requesting necessary materials for construction
 - o Ensuring materials delivered on site are on the right quality and quantity
 - Assisting on the preparation of documents during pre-construction phase, construction phase, and post-construction phase
 - Making of As-built plans

(Signature over Printed Name of Employee/Applicant)