## **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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes ( ) a use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME CAINTIC FIRST NAME N/A LENITA NAME EXTENSION (JR., SR.) MIDDLE NAME LAPASANDA 3. DATE OF BIRTH 11/21/1963 16. CITIZENSHIP (mm/dd/yyyy) ☑ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX ☐ Male ✓ Female Philippines ☐ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. ☐ Widowed ✓ Separated Street Brgy. Sta. Cruz Other/s: Subdivision/Village Barangay BAYBAY 7. HEIGHT (m) LEYTE 1.54 m City/Municipality Province 8. WEIGHT (kg) 60 kg ZIP CODE 18. PERMANENT ADDRESS 9. BLOOD TYPE B+ House/Block/Lot No. Street Brgy. Sta. Cruz 10 GSIS ID NO n/a Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO 1211-2568-1068 City/Municipality Province 12. PHILHEALTH NO. 13-00009355-15 ZIP CODE 6521 13. SSS NO nla 19. TELEPHONE NO. n/a 14 TIN NO 922-434-128 20. MOBILE NO. 09265453442 15. AGENCY EMPLOYEE NO V-00584 21. E-MAIL ADDRESS (if any) lapasandalenita@gmail.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME n/a 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME n/a Gayle L. Caintic 11-18-1990 MIDDLE NAME n/a Grace L. Caintic 03/12/1994 OCCUPATION n/a Glyza L.Caintic (deceased) EMPLOYER/BUSINESS NAME n/a Glenn Paulo L. Caintic 04/01/1999 **BUSINESS ADDRESS** n/a Gian Adel L. Caintic 08/12/2004 TELEPHONE NO n/a 24. FATHER'S SURNAME LAPASANDA DIOSCORO FIRST NAME NAME EXTENSION (JR., SR) MIDDLE NAME MATONDO 25. MOTHER'S MAIDEN NAME SURNAME VARRON MERCEDES FIRST NAME GALONIA (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP/ ACADEMIC HIGHEST LEVEL UNITS EARNED 26. PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To ELEMENTARY STA. CRUZ ELEMENTARY SCHOOL ELEMENTARY 1971-72 1976 N/A 1995 N/A SECONDARY BAYBAY NATIONAL HIGH SCHOOL HIGH SCHOOL 1976-77 1981 N/A 1999 N/A VOCATIONAL / VISAYAS STATE COLLEGE OF THE AGRICULTURE SEWING SHORT TERM COURSE 1995 1995 N/A 2010 N/A TRADE COURSE BACHELOR SCIENCE IN DEVELOPMENT VISAYAS STATE COLLEGE OF THE AGRICULTURE COLLEGE 2005 2008 UNDERGRAD N/A N/A COMMUNICATION GRADUATE STUDIES N/A N/A N/A N/A N/A NA (Continue on separate sheet if necessary Alcanti SIGNATURE

DATE

IV. CIVIL SE	ERVICE ELIGI	BILITY							
	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 EXAMIN	ACE OF EXAMINATION / CONFERMENT			LICENSE (if applicable)  NUMBER  Date of Validity	
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		mar o O							
V. WORK E	<i>XPERIENCE</i>		(Co)	ntinue on separate sheet i	f necessary)				
(Include priva	te employment	t. Start from your recen	t work) Description	on of duties should l	oe indicated in the attac	ched Work E	xperience she	et	
From	(mm/dd/yyyy) POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AGEI (Write in full/I	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)		
01/01/2020	present	Guesthouse Caretaker		Visayas S	615 /day	n/a	Casual	yes	
						415)			
							4-15		
	entral and a more and		grijan (j. 1812) Krieviskop rojenski se				haparon labora select		
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SIGNAT	TUDE	-000	(Cont	inue on separate sheet if i		ų and			
SIGNAT	UKE	Hea	mo		DATE	12	-9-	2024 ORM 212 (Revised 201	(7) Page 2 of 4

VI. YOLUNTARY WORK OR INVOLVEMEN	NT IN CIVIC / NON-GOVERNMEI	NT / PEOPLE /	VOLUNTAR	ORGANIZAT	ION/S		
	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK		
Lahug Woman's Association		From 2014	To 2016	2 hrs /weekly	Member		
Sito Rio II	2014	2014	1 hr /weekly	Chapel President			
ONO INIO II	2014	2014	Till /weekly	Chaper Freside	ent.		
			and the state of t				
	(Co	ntinue on separate	sheet if necessa	rv)			
VII. LEARNING AND DEVELOPMENT (L&	D) INTERVENTIONS/TRAINING	PROGRAMS A	ATTENDED				
(Start from the most recent L&D/training program and in	And the state of t	INCLUSIVE	DATES OF	ion Chief/Executive	Managerial position  Type of LD	ins)	
30. TITLE OF LEARNING AND DEVELOPMENT INT (Write in fu	ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
Food Safety, Hygiene and Good Manufaturing Pro	actices Training Seminar	From	To	0.1100		Visayas State University/ Department of Food	
		11/20/2024	11/20/2024	8 HRS	Technical	Science and Technology	
	each ealg Daoid						
		in der e	ni 72176-1	er "Transiss			
		Printer Any Co.		2.00044			
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					* 1, 22 %		
	(Co	ntinue on separate	sheet if necessa	ry)			
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NON	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Table Setting, Cooking, Loan and Lawn Manicure		n/a			A ME CHANGE TO THE	n/a	
Annual Company of the							
						esdeingtein (Triffic	
	122-4-100-2012	8 - 8 - 8					
	1540 5 %	KANE JAN	of sev		1		
	(C	ontinue on separat	14.52	ary)			
SIGNATURE	Heanite	i			ATE	12-9-2026	

34	Are you related by consanguinity or affinity to the appoir chief of bureau or office or to the person who has immediately		Contract to the contract to th			
	Bureau or Department where you will be apppointed, a. within the third degree?			The state of the s		
		YES NO				
	b. within the fourth degree (for Local Government Unit -	YES V N	0			
			If YES, give details:			
35	a. Have you ever been found guilty of any administrative	offense?	YES V	10		
	kantan kantan kantan di kantan kantan kantan di kantan kantan kantan kantan kantan kantan kantan kantan kantan Kantan kantan kanta		If YES, give details:			
	b. Have you been criminally charged before any court?		☐ YES ☑ I	NO.		
	b. Have you been drillimally charged before any country		If YES, give details:	NO		
			Date Filed:			
			Status of Case/s:	The state of the s		
36.	Have you ever been convicted of any crime or violation of	of any law, decree, ordinance or regulation b	Y YES 🗸	NO		
	any court or tribunal?		If YES, give details:			
37.	Have you ever been separated from the service in any o		☐ YES ☑	NO		
	retirement, dropped from the rolls, dismissal, termination (abolition) in the public or private sector?	, end of term, finished contract or phased ou	t If YES, give details:			
20	a. Have you ever been a candidate in a national or local	election held within the last year (avent				
30.	Barangay election)?	election field within the last year (except	☐ YES ☑ NO If YES, give details:			
	b. Have you resigned from the government service durin	a the three (3) month naried hefers the last	YES V NO			
	election to promote/actively campaign for a national or lo	cal candidate?	If YES, give details:	] NO		
39.	Have you acquired the status of an immigrant or perman					
	1	on condition another doubley.	☐ YES ☑  If YES, give details (cour	NO		
			ii 125, give details (coul	itry).		
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 897					
a.	Are you a member of any indigenous group?		☐ YES ☐ If YES, please specify:	NO NO		
<b>b</b> .	Are you a name with disability O					
	Are you a person with disability?	re you a person with disability?				
C.	Are you a solo parent?	If YES, please specify ID No	] NO			
		en er en	If YES, please specify ID No	): 		
41.	REFERENCES (Person not related by consanguinity or affinity to applications)	ant /appointee)	_			
	NAME	ADDRESS	TEL. NO.			
Arra	th Mae Godoy	Bgry. Hibunawan, Baybay City, Leyte	9617501676			
Ben	ito Javier		0404070550			
	1	Brgy. Marcos, Baybay City, Leyte	9161873558			
	l Tanaid	Brgy. Gaudalupe, Baybay City, Leyte	9269064309	100		
42.	I declare under oath that I have personally accomplish	ned this Personal Data Sheet which is a t	rue, correct and			
	complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized repre	tinent laws, rules and regulations of the		I FAITTA I CATALITA		
	agree that any misrepresentation made in this do	ocument and its attachments shall cause	se the filing of	LENITA L. CAINTIC		
	administrative/criminal case/s against me.	The state of the s		THE PERSON STREET, MADE STORES AND ASSESSED AND ASSESSED.		
G	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)					
PL	EASE INDICATE ID Number and Date of Issuance	0.0				
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ID/	License/Passport No.: 922-434-128					
Dat	te/Place of Issuance: CEBU CITY	ox)	THE STATE OF THE S			
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	SUBSCRIBED AND SWORN to before me this	6 DEC 2024 afficial exhibition	No. of the Control of			
	Strong the mis	, attiant exhibitin	g his/her validly issued governm	ent ID as indicated above.		
		M.				
		ATTY PYSAN'C GUMOCOR				
		VSI Older Legal Office				
		Person Administering Oath				

## **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: February 09, 2009 Present VSU Cebu/VSU GUEST HOUSE
- Position: Guest House Caretaker
- · Name of Office/Unit: Guest House
- Immediate Supervisor: Ginas Aurea A. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University
  - · List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - 1. Ensuring a comfortable, and hospitable environment for guests/clients.
    - 2. Maintain cleanliness and tidiness of the establishment's receiving and dining areas, kitchen, corridors, stockrooms and restrooms.
    - Monitor and maintain inventory of establishment's office supplies, including toiletries, and kitchen essentials.
    - Assist in food portion control serving during catering at the Guest House to avoid under serving the guests.
- Duration: June 21, 2001- February 8, 2009
- Position: Caretaker Name of Office/Unit:
- Immediate Supervisor: Nevin Pacada
- Name of Agency/Organization and Location: VSU Cebu Office
  - List of Accomplishments and Contributions (if any)
  - · Summary of Actual Duties
    - 1. Cleaning of surroundings.
    - 2. Attends to Guest needs.
    - 3. Prepares food for the Guests.

Hanita L. Caintic (Signature over Printed Name

(Signature over Printed Name of Employee/Applicant)

Date: 20 -9 - 2024