

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) N/A                                |  |
| MIDDLE NAME                   | LAPASANDA   |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/21/1963  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship |
| 4. PLACE OF BIRTH             |   | If holder of dual citizenship, please indicate the details. | <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization           |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female  |   | Philippines  |
| 6 CIVIL STATUS                | <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | House/Block/Lot No. Street   |
| 7. HEIGHT (m)                 | 1.54 m  | ZIP CODE  | Brgy. Sta. Cruz  |
| 8. WEIGHT (kg)                | 60 kg   |   | Subdivision/Village Barangay   |
| 9. BLOOD TYPE                 | B+  |   | BAYBAY LEYTE   |
| 10. GSIS ID NO.               | n/a   |   | City/Municipality Province   |
| 11. PAG-IBIG ID NO.           | 1211-2568-1068  | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street   |
| 12. PHILHEALTH NO.            | 13-00009355-15  | ZIP CODE 6521   | Brgy. Sta. Cruz  |
| 13. SSS NO.                   | n/a   |   | Subdivision/Village Barangay   |
| 14. TIN NO.                   | 922-434-128   |   | BAYBAY LEYTE   |
| 15. AGENCY EMPLOYEE NO.       | V-00584   |   | City/Municipality Province   |
| 19. TELEPHONE NO.             | n/a   | 20. MOBILE NO.  | 09265453442  |
| 21. E-MAIL ADDRESS (if any)   | lapasandalenita@gmail.com   |   |  |

|                          |           |                          |   |                            |
|--------------------------|-----------|--------------------------|---|----------------------------|
| II. FAMILY BACKGROUND    |           |                          |   |                            |
| 22. SPOUSE'S SURNAME     | n/a       |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | n/a       | NAME EXTENSION (JR., SR) | 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 |                          |   |                            |
| FIRST NAME               | DIOSCORO  | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | MATONDO   |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |                          |   |                            |
| SURNAME                  | VARRON    |                          |   |                            |
| 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              | 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 / TRADE COURSE   | VISAYAS STATE COLLEGE OF THE AGRICULTURE | SEWING SHORT TERM COURSE                      | 1995                 | 1995 | N/A  | 2010           | N/A                                   |
| COLLEGE                     | VISAYAS STATE COLLEGE OF THE AGRICULTURE | BACHELOR SCIENCE IN DEVELOPMENT COMMUNICATION | 2005                 | 2008 | N/A  | UNDERGRAD      | N/A                                   |
| GRADUATE STUDIES            | N/A                                      | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |

|   |  |      |           |
|---|--|------|-----------|
| (Continue on separate sheet if necessary) |  |      |           |
| SIGNATURE                                 |  | DATE | 12-9-2024 |



#### IV. CIVIL SERVICE ELIGIBILITY

## V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

|           |                   |      |           |
|-----------|-------------------|------|-----------|
| SIGNATURE | <i>H. Comerio</i> | DATE | 12-9-2024 |
|-----------|-------------------|------|-----------|



## M. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |      | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|------|-----------------|---------------------------|
|     |   | From                            | To   |                 |                           |
|     | Lahug Woman's Association                         | 2014                            | 2016 | 2 hrs /weekly   | Member                    |
|     | Sito Rio II                                       | 2014                            | 2014 | 1 hr /weekly    | Chapel President          |
|     |   |                                 |      |                 |                           |
|     |   |                                 |      |                 |                           |
|     |   |                                 |      |                 |                           |
|     |   |                                 |      |                 |                           |
|     |   |                                 |      |                 |                           |

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

|           |                   |      |           |
|-----------|-------------------|------|-----------|
| SIGNATURE | <i>J. Canitic</i> | DATE | 12-9-2024 |
|-----------|-------------------|------|-----------|







## WORK EXPERIENCE SHEET

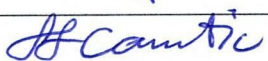
**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

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: Ginás 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.
  3. Monitor and maintain inventory of establishment's office supplies, including toiletries, and kitchen essentials.
  4. 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.

  
Lenita L. Calinitic  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 20-9-2024