

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. 2. LICENSE (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ENAYA		
FIRST NAME	BELJUN	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	PADECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/28/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	SOGOD, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SFX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Philippines
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.74	House/Block/Lot No.	Street
8. WEIGHT (kg)	76 KGS	Subdivision/Village	PANGASUGAN
9. BLOOD TYPE	B+	BAYBAY CITY	LEYTE
10. GSIS ID NO.	On Process	City/Municipality	Province
11. PAG-IBIG ID NO.	On Process	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	12-051204881-7	House/Block/Lot No.	R. KANGLEON
13. SSS NO.	N/A	Subdivision/Village	CENTRAL
14. TIN NO.	436-539-234-000	SAN FRANCISCO	Barangay
15. AGENCY EMPLOYEE NO.	V01074	City/Municipality	SOUTHERN LEYTE
		ZIP CODE	Province
		6611	
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09231810905
		21. E-MAIL ADDRESS (if any)	beljun.enaya@vsu.edu.ph

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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO	N/A			
24. FATHER'S SURNAME	ENAYA			
FIRST NAME	ISABELO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABERTE			
25. MOTHER'S MAIDEN NAME	PADECIO			
SURNAME	ENAYA			
FIRST NAME	ANGELITA			
MIDDLE NAME	ZAMORA			

(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	SAN FRANCISCO CENTRAL ELEMENTARY SCHOOL	N/A	1996	2002	N/A	2002	N/A
SECONDARY	SAINT JOSEPH COLLEGE	N/A	2002	2006	N/A	2006	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAN CARLOS SEMINARY COLLEGE	BACHELOR OF ARTS IN PHILOSOPHY	2006	2010	N/A	2010	N/A
GRADUATE STUDIES	UNIVERSITY OF SAN JOSE-RECOLETOS	MASTER OF ARTS IN PHILOSOPHY	2014	2018	N/A	2018	CHED

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/11/15
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IV. CIVIL SERVICE ELIGIBILITY						
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
	PRC LICENSE	83.0	3/29/2015	UNIVERSITY OF CEBU, BANILAD, CEBU CITY	1443314	7/28/2022
	DRIVER'S LICENSE	34 / 40	9/1/2018	LTO, BAYBAY CITY	H12-18-003093	7/28/2023

(Continue on separate sheet if necessary)

(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	DATE
	12/11/19

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			
	SACRED HEART CATHOLIC CHARISMATIC COMMUNITY	8/13/2017	8/13/2017	1.0	RESOURCE SPEAKER	
	SACRED HEART CATHOLIC CHARISMATIC COMMUNITY	8/13/2017	8/13/2017	8.0	FACILITATOR	
	KNIGHTS OF COLUMBUS	8/1/2014	PRESENT	1.0	CHOIR	
	KABALIKAT	11/20/2019	PRESENT	1.0	COMMUNICATOR VOLUNTEER	
	BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS	12/14/2015	PRESENT	1.0	REGULAR MEMBER / SPEAKER	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive Managerial positions)						
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			
	CAPABILITY BUILDING ON LAND USE DEVELOPMENT AND INFRASTRUCTURE PLANNING	12/9/2019	12/13/2019	40.0	Technical	OVRGEA - VSU PhilRootCrops, Baybay City
	EXPANDING CAPACITIES FOR CDP THROUGH SUCs AND LRIs TOWARD REALIZING SUSTAINABLE AND SELF-RELIANT COMMUNITIES	11/11/2019	11/16/2019	48.0	Technical	UP SURP Bldg, Dilliman, Quezon City/DILG
	UGAT CONFERENCE	11/7/2019	11/9/2019	24.0	Technical	CCE Bldg., VSU, Baybay City / UGAT
	USSAP CONFERENCE	5/30/2019	6/1/2019	24.0	Technical	Silliman University, Dumaguete City / PHAVISMINDA
	TRAINING-WORKSHOP FOR SHS FACULTY	5/27/2019	5/30/2019	24.0	Technical	Hostel Function Hall, VSU, Baybay City
	SOCIETAS ETHICA PHILOSOPHICA	1/21/2019	1/23/2019	24.0	Technical	SEP, Rogationist Seminary, Cebu City
	Re-echo Training on the New CHED General Education Courses: Rizal	4/12/2018	4/14/2018	24.0	Technical	Department of Liberal Arts and Behavioral Sciences - VSU
	Re-echo Training on the New CHED General Education Courses: Readings in Philippine History	4/5/2018	4/7/2018	16.0	Technical	Department of Liberal Arts and Behavioral Sciences - VSU
	Re-echo Training on the New CHED General Education Courses: Ethics	3/8/2018	3/8/2018	24.0	Technical	Department of Liberal Arts and Behavioral Sciences - VSU
	Re-echo Training on the New CHED General Education Courses: Understanding the Self	3/1/2018	3/3/2018	24.0	Technical	Department of Liberal Arts and Behavioral Sciences - VSU
	Research Seminar-Workshop	5/13/2017	5/13/2017	8.0	Technical	Prof. Denise Cuthbert, Associate Deputy Chancellor, Royal Melbourne Institute University, Australia
	1st Recoletos Research Congress	8/3/2016	8/5/2016	24.0	Technical	Center for Policy, Research and Development Studies - University of San Jose-Recoletos
	K to 12 Scholars Onboarding abd Sending HEIs Orientation for Academic Year 2016-2017	6/15/2016	6/15/2016	8.0	Technical	Commission on Higher Education - Region VIII
	Dynamic Classrooms for Sociology Teachers	4/26/2015	4/30/2015	40.0	Technical	Ricardo G. Abad - Prof. & Chair, DSA, ADMU
(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)	
	Sports (Basketball, taekwondo, table tennis, etc.)				Debate Society	
	Excellent Communication Skills				Sacred Heart Catholic Charismatic Community	
	General Knowledge Proficiency				Knights of Columbus	
	Musically inclined (Choir / Group)				Maasion Seminarians' Organization	
					PHAVISMINDA	
					SOCIETAS ETHICA PHILOSOPHICA	
					SOCIAL ETHICS SOCIETY	
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			
			12/11/19			

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

☐ 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:

Resignation

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

☐ 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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Elwin Jay Yu	BAYBAY CITY	9357882192
Juliet Redula	CEBU CITY	9958425853
Dean Ruffel Flandez	BAYBAY CITY	9087896619

BELJUN PARECIO ENAYRA

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: DRIVER'S LICENSE

ID/License/Passport No.: H12-18-003093

Date/Place of Issuance: 10/05/2018 / LTO, Baybay City

Signature (Sign inside the box)
December 9, 2019
Date Accomplished

SUBSCRIBED AND SWORN to before me this 03 FEB 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
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.

- Duration: January 1, 2019 – Present
- Position: Regular - Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Extension Project Leader
 - Speaker of a training
 - Presented Papers during Conferences

- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements
 - Responsible in heading a department committee and in documenting the minutes of the meeting for the Department Personnel Committee

- Duration: June 11, 2018 – December 31, 2018
- Position: Substitute-Regular Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Made students in Rizal in creating little reform (practical) activities
- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements

- Duration: June, 2014 – May, 2018
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Coached VSU Debate Team and made it win in competitions
 - Coordinated with DILG in Sangguniang Kabataan Mandated Training
 - Co-authored a textbook in New CHED General Education Course: Ethics
 - Made students in Rizal in creating little reform (practical) activities

- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements
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- Duration: Nov., 2012 – May, 2014
- Position: ESL Teacher
- Name of Office/Unit: Writing Department / Video Class Department
- Immediate Supervisor: Christine Joy Amoin
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City

- Summary of Actual Duties
 - Responsible in teaching English to South Koreans in different levels through online / offline, correcting essays and submit corrected files on time, and checking/monitoring/communicating the attendance of the students

BELJUN ENAMA

(Signature over Printed Name
of Employee/Applicant)

Date: 12/17/19