

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	TEJARA		
FIRST NAME	NELSON	NAME EXTENSION (JR., SR)	
MIDDLE NAME	HERNANDO		
3. DATE OF BIRTH (mm/dd/yyyy)	5/6/1991	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	BANSALAN, DAVAO DEL SUR	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62 m	ZIP CODE	6521-A
8. WEIGHT (kg)	60 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.	021 - 1441 - 8120 - 8 (CRN)	ZIP CODE	6524
11. PAG-IBIG ID NO.	121093206771		
12. PHILHEALTH NO.	13 - 050149701 - 1		
13. SSS NO.	06-3488421-0	19. TELEPHONE NO.	N/A
14. TIN NO.	434-368-083	20. MOBILE NO.	09262974326
15. AGENCY EMPLOYEE NO.	VHS0028	21. E-MAIL ADDRESS (if any)	nelsontejara@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	TEJARA			
FIRST NAME	ARTEMIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NOTARTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	IPONG			
FIRST NAME	LYDIA			
MIDDLE NAME	HERNANDO			

(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	BAGUMBAYAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1998	2004		2004	VALEDICTORIAN
SECONDARY	THE SISTERS OF MARY SCHOOL BOYSTOWN	HIGH SCHOOL	2004	2007		2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	SOUTHERN LEYTE STATE UNIVERSITY MAIN CAMPUS	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2008	2012		2012	CUM LAUDE
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY MAIN CAMPUS	MASTER OF SCIENCE IN INFORMATION TECHNOLOGY	2013	2015	36 UNITS		N/A
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MASTER IN INFORMATION TECHNOLOGY	2016	2018			CHEDK12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/17/20
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	2/13/20
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for

2/13/20

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
		From	To	
N/A				

(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			
	Artificial Intelligence Training and Proposal Workshop	9/29/2019	10/6/2019	40	Technical	Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development
	NOSTE 2019 International Research Conference, Training Workshop and Biennial Convention	5/17/2019	5/19/2019	24		National Organization of Science Teachers and Educators (NOSTE)
	1st UPY International Conference on Applied Science and Education (1st UP-INCASE) and 5th International Conference on Education for Sustainable Development 2018	10/24/2018	10/26/2018	24		Associatoin of Science and Mathematics Coaches of the Philippines (ASMAC)
	Seminar- Workshop on Preparing Logframe for Effective Research Proposal	10/13/2018	10/13/2018	8		Visayas State University
	7th Annual Conference on Environmental Science	6/13/2018	6/15/2018	24		Philippine Environmental Science Association (PESA)
	Extension Proposal Writing	7/18/2018	7/20/2018	24		Visayas State University
	Writeshop on Outcomes-Based Education Course Syllabi	7/26/2018	7/26/2018	8		Visayas State University
	Data, Connectivity, and Intelligence : Data Science Track of the Data Science Course under Coursera	10/9/2017	3/29/2018	5 mos	Technical	Department of Science and Technology-Philippine Council for Industry, Energy and Emerging Technology
	2nd Internationalization of Graduate Education dor Agricultural and Rural Development International Conference	10/19/2017	10/20/2017	16		University of the Philippines Los Baños Graduate School
	1st Internationalization of Graduate Education dor Agricultural and Rural Development International Conference	11/22/2016	11/23/2016	16		University of the Philippines Los Baños Graduate School

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A	theRED

(Continue on separate sheet if necessary)

SIGNATURE

DATE

2/17/20

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:

☐ 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

☐ 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

☐ YES☒ NO

If YES, give details:
RESIGNATION AND END OF TERM

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:

☐ 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

☐ 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

If YES, please specify:

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ 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.
DR. SHALOM GRACE C. SUGANO	VSU, VISCA BAYBAY CITY , LEYTE	(053)563-7027
DR. CHRISTY M. DESADES	SOGOD, SOUTHERN LEYTE	(053)563-7027
MR. SALVADOR E. CATRE	VSU, VISCA BAYBAY CITY , LEYTE	9058844431

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.



NELSON H. TEJARA



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: TIN ID

ID/License/Passport No.: 434-368-083

Date/Place of Issuance: SOGOD, Southern Leyte

XUN

Signature (Sign inside the box)

2/17/20

Date Accomplished

SUBSCRIBED AND SWORN to before me this FEB 15 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU LEGAL OFFICER

Person Administering Oath

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