

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.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CORRALES		
FIRST NAME	JESSIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BURLASA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/08/1996	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	ALBUERA, LEYTE	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	673 CALINGAT-NAN House/Block/Lot No. Street N/A SAN PEDRO Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.71	ZIP CODE	6542
8. WEIGHT (kg)	58.5		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	673 CALINGAT-NAN House/Block/Lot No. Street N/A SAN PEDRO Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6542
11. PAG-IBIG ID NO.	121168828087		
12. PHILHEALTH NO.	12-051493288-9		
13. SSS NO.	06-3813615-5	19. TELEPHONE NO.	NONE
14. TIN NO.	327596412	20. MOBILE NO.	0916-878-3382
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jessiecorralesb@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) N/A	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	CORRALES			
FIRST NAME	NELSON	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ROBLES			
25. MOTHER'S MAIDEN NAME	DIONESIA CAINDOC BURLASA			
SURNAME	BURLASA			
FIRST NAME	DIONESIA			
MIDDLE NAME	CAINDOC		(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	ALBUERA NORTH CENTRAL SCHOOL	N/A	2004	2009		2009	VALEDICTORIAN
SECONDARY	DR. GERONIMO B ZALDIVAR MEMORIAL SCHOOL OF FISHERIES	N/A	2009	2013		2013	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCINECE in CIVIL ENGINEERING	2013	2018		2018	NONE
GRADUATE STUDIES	N/A		N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	Jan. 15, 2020
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[illegible]

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

(Continue on separate sheet if necessary)			
SIGNATURE	[Signature]	DATE	JAN. 15, 2020

[illegible]

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	JAN. 15, 2020
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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:

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:

I resigned from my previous employer

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:

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

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID 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.
PROF. EPIFANIA G. LORETO	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	0922-293-1815
ENGR. RAMIL B. VINCULADO	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	0997-488-0609
ENGR. JUDE VINCENT R. SIMBRE	BACOLOD CITY, NEG. OCC.	0977-855-0504

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: PRC

ID/License/Passport No.: 0165387

Date/Place of Issuance: 12/03/2019/ ORMOC CITY, LEYTE

Signature (Sign inside the box)

JAN. 15, 2020

Date Accomplished

Right Thumbmark

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

ATTY. RYSAN Z. GUINOCOR

VSULEGAL OFFICER

Person Administering Oath

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

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: Dec. 19, 2018- Jul. 31, 2019
- Position: Production Engineer
- Name of Office/Unit: High Firstbuild Construction, Inc.
- Immediate Supervisor: Engr. Ken V. Macasinag
- Name of Agency/Organization and Location: Vista Land and Lifescapes, Inc./Camella Bacolod South, Bacolod City, Negros Occidental 6100

- List of Accomplishments and Contributions (if any)

-Monthly cut-off on every 25th in order to complete an average of 4-6 units monthly.

- Summary of Actual Duties

- Supervise the inhouse manpower in order to hit the target (e.g. monthly cut-off, start pending units as turned-over by the admin, day-to-day daily targets and activity schedules)
- Regular checking of the site of the structure and details are as per plan.
- Manage materials that is needed on site every week to be requested to the Purchasing department.
- Contribute in the brainstorming of the team in order to formulate more efficient ways to improve house construction.
- Entertain homeowners' concerns related to house construction and explain target matters in order to avoid escalation of negative feedbacks to the higher office.


JESSIE B. CORRALES

(Signature over Printed Name
of Employee/Applicant)

Date: Jan. 16, 2020