

# 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 ( ) ☐ 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 checked="" 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 Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.62 m	ZIP CODE	
8. WEIGHT (kg)	63kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Bagumbayan 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.	NA
14. TIN NO.	434-368-083	20. MOBILE NO.	092692974326
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:nelsontejara@vsu.edu.ph">nelsontejara@vsu.edu.ph</a>

## II. FAMILY BACKGROUND

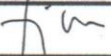
22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	Tejara			
FIRST NAME	Artemio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Notarte			
25. MOTHER'S MAIDEN NAME				
SURNAME	Hernando			
FIRST NAME	Lydia			
MIDDLE NAME	Ipong			

(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	Elementary	1998	2004		2004	
SECONDARY	The Sisters of Mary School Boystown	High School	2004	2007		2007	
VOCATIONAL / TRADE COURSE							
COLLEGE	Southern Leyte State University Main Campus	College	2008	2012		2012	
GRADUATE STUDIES	University of the Philippines - Los Baños	Graduate Studies	2016	2018		2018	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/29/19	CS FORM 212 (Revised 2017), Page 1 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
NA					

(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			
	Division Orientation - Workshop on Senior High School (SHS) Staffing	13-Apr-16	13-Apr-16	4 hours	Supervisory	Baybay City Division
	Workshop on Advanced Data Management and Analysis using Stata	24-Aug-15	24-Aug-15	8 hours	Technical	Department of Economics, VSU
	VSU Web Development Workshop	19-Jan-15	21-Jan-15	24 hours	Technical	Visayas State University
	Regional Division - Based Training in Coaching and Officiating	26-Sep-14	28-Sep-14	24 hours	Technical	Baybay City Division
	Orientation Program of Newly Hired Faculty Members	25-Jul-14	25-Jul-14	8 hours	Technical	Visayas State University
	Seminar-Workshop on the Implementation of Outcomes-Based Education	4-May-14	5-May-14	16 hours	Technical	Visayas State University

(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)
	NA		NA		NA

(Continue on separate sheet if necessary)

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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  
If YES, give details: \_\_\_\_\_  
☐ 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: \_\_\_\_\_  
End of Contract

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  
If YES, give details: \_\_\_\_\_  
☐ 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  
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.
Dr. Rosario P. Abela	VSU Visca Baybay City Leyte	(053)563-7027
Dr. Shalom Grace Sugano	VSU Visca Baybay City Leyte	(053)563-7027
Mr. Salvador E. Catre	VSU Visca Baybay City Leyte	(053)563-7027

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: UMID

ID/License/Passport No.: CKN 021-1441-8120-8

Date/Place of Issuance: Marin Southern Leyte

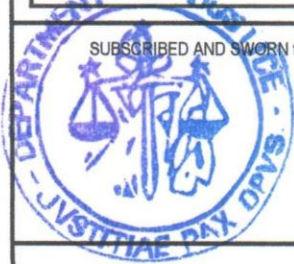
ti v v  
Signature (Sign inside the box)  
01/29/19  
Date Accomplished



ti na  
NELSON TEJERA



Right Thumbmark



SUBSCRIBED AND SWORN to before me this

JAN 31 2019

, affiant exhibiting his/her validly issued government ID as indicated above.

ROSULO U. VIVERO  
CITY PROSECUTOR  
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.

- Duration: December 2013 – present
- Position: Instructor
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Rosario P. Abela
- Name of Agency/Organization and Location: VSU, Visca Baybay City Leyte
- List of Accomplishments and Contributions (if any)
  - Attended and presented a paper at Yogyakarta Indonesia
  - Attended and presented a paper at University of Eastern Philippines
- Summary of Actual Duties
  - Responsible in the conduct of instruction, research and extension.

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NEUGAN H. TESAN  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 01/29/19