

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	ENAYA		
FIRST NAME	BELJUN	NAME EXTENSION (JR, SR)	
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 <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	SOGOD, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	
7. HEIGHT (m)	1.74	House/Block/Lot No.	Street
8. WEIGHT (kg)	68 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	ZIP CODE	6521-A
12. PHILHEALTH NO.	12-051204881-7	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	House/Block/Lot No.	R. KANGLEON
14. TIN NO.	436-539-234-000	Subdivision/Village	CENTRAL
15. AGENCY EMPLOYEE NO.	V01074	City/Municipality	SAN FRANCISCO
		ZIP CODE	6611
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09231810905
		21. E-MAIL ADDRESS (if any)	enayabeljun@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
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	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/21/19
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	07/21/19
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-PROFIT / 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		
	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

(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

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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/21/19
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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: 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

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.
Elwin Jay Yu	BAYBAY CITY	9357882192
Juliet Redula	CEBU CITY	9958425853
Dean Ruffel Flandez	BAYBAY CITY	9087896619



BELJUN P. ENAYA

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)

January 21, 2019

Date Accomplished



Right Thumbmark

FEB 06 2019

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

ATTY. RYSEN 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: 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

- 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

BEJUN P. ENAYA
 (Signature over Printed Name
 of Employee/Applicant)

Date: 01/21/19