CS Form No. 212 Revised 2017 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. (Do not fill up. For CSC use only) ENAYA 2 SURNAME NAME EXTENSION (JR., SR) FIRST NAME BELJUN MIDDLE NAME PADECIO 3. DATE OF BIRTH 07/28/1989 16. CITIZENSHIP ✓ Filipino ☐ Dual Citizenship (mm/dd/yyyy) by birth by naturalization SOGOD, SOUTHERN LEYTE Pls. indicate country: 4. PLACE OF BIRTH If holder of dual citizenship, please indicate the details. Female Male V 5 SEX **Philippines** ✓ Single ☐ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. ☐ Widowed ☐ Separated PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY CITY LEYTE 7. HEIGHT (m) 1.74 City/Municipality Province **68 KGS** 6521-A 8. WEIGHT (kg) ZIP CODE R. KANGLEON 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lat No. Street 10. GSIS ID NO. On Process Subdivision/Village Barangay SOUTHERN LEYTE SAN FRANCISCO 11. PAG-IBIG ID NO. On Process City/Municipality 12-051204881-7 ZIP CODE 6611 12. PHILHEALTH NO 13. SSS NO. MA 19. TELEPHONE NO N/A 14. TIN NO. 436-539-234-000 09231810905 20. MOBILE NO. V01074 15 AGENCY EMPLOYEE NO 21 E-MAIL ADDRESS (if anv) enayabeljun@gmail.com I. FAMILY BACKGROUND DATE OF BIRTH (mm/dd/yyyy) 22 SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR SR) NA FIRST NAME N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME NA NIA **BUSINESS ADDRESS** TELEPHONE NO N/A 24 FATHER'S SURNAME ENAYA NAME EXTENSION (JR., SR) FIRST NAME ISABELO MIDDLE NAME CABERTE **PADECIO** 25. MOTHER'S MAIDEN NAME SURNAME **ENAYA ANGELITA** FIRST NAME MIDDLE NAME ZAMORA (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC I FVFI UNITS EARNED GRADUATED HONORS (Write in full) (if not graduated RECEIVED From To SAN FRANCISCO CENTRAL ELEMENTARY SCHOOL ELEMENTARY MA 1996 2002 NIA 2002 NIA SECONDARY SAINT JOSEPH COLLEGE NIA 2006 N/A 2006 NIA VOCATIONAL / NA NA NA N/A NIA NIA TRADE COURSE SAN CARLOS SEMINARY COLLEGE 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

DATE

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| I. VOLUNTARY WORK OR INVOLVEMENT   | IN CIVIC / N OVERNMENT   | / PEOPLE /   | VOLUNTARY                      | Y ORGANIZATIO   | DA O   |   |
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| 29. NAME & ADDRESS OF ORGANIZATION (Write in full)   |  |  | SIVE DATES                     | NUMBER OF HOURS   | beinsogra                                      | POSITION / NATURE OF WORK   |
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| I. LEARNING AND DEVELOPMENT (L&D   |  | A STATE OF THE PARTY OF THE PAR | te sheet if necess<br>ATTENDED | ary)  |  |   |
| art from the most recent L&D/training program and incl.  | ude only the relevant L&D/training taken fo  |  | years for Division             | n Chief/Executive/Ma  | Type of LD                                     |   |
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| echo Training on the New CHED General Education  | on Courses: Rizal  | 4/12/2018  | 4/14/2018                      | 24.0  | Technical                                      | Department of Liberal Arts and Behavioral Science   |
| echo Training on the New CHED General Education  |  | 4/5/2018   | 4/7/2018                       | bi 16.0 les   | Technical                                      | - VSU  Department of Liberal Arts and Behavioral Science                                    |
| echo Training on the New CHED General Education  | on Courses: Ethics   | 3/8/2018   | 3/8/2018                       | 24.0  | Technical                                      | Department of Liberal Arts and Behavioral Science   |
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| search Seminar-Workshop  | -D-yes   | 5/13/2017  | 5/13/2017                      | shent res 0.8 rt.   | Technical Acap                                 | Royal Melbourne Institute University, Australia Center for Policy, Research and Development |
| Recoletos Research Congress  | if YES, give details   | 8/3/2016   | 8/5/2016                       | 24.0  | Technical                                      | Studies - University of San Jose-Recoletos  |
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| ynamic Classrooms for Sociology Teachers   |  |  | 4/30/2015                      | 1972), pl. <b>0.04</b> an   | Technical                                      | Ricardo G. Abad - Prof. & Chair, DSA, ADMU  |
| ON M   | II YES please specify:   |  |                                |   | ,  |   |
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| 31. SPECIAL SKILLS and HOBBIES   | 32. NC   | ON-ACADEMIC DI   | STINCTIONS / RE                | COGNITION   | 2.00   | MEMBERSHIP IN ASSOCIATION/ORGANIZATIO   |
| Sports (Basketball, taekwondo, table tennis,   |  | (  | Write in full)                 |   |  | 33 (Write in full)  |
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| 34. Are you related by consanguinity or affinity to the pointing   |  |   |   |  |
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| a. within the third degree?  | A TO SECURE TO THE PROPERTY OF | ☐YES ■ ☑  | NO                                      |  |
| b. within the fourth degree (for Local Government Unit - Co  |  | EO REART CATHOLIC CHARLEMATION  |   |  |
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| 35. a. Have you ever been found guilty of any administrative of  | ffense?  | COLUMN TO THE OWN TO SHAPE THE PARTY OF THE | NO                                      |  |
|  |  | If YES, give details:   |   |  |
| h Unio you been eriminally charged before any court?   |  | YES [   | 7 NO                                    |  |
| b. Have you been criminally charged before any court?  |  | If YES, give details:   | J NO                                    |  |
|  |  | Date Filed:   |   |  |
| and the second s | AND THE RESIDENCE OF THE PARTY  | Status of Case/s:   |   |  |
| 36. Have you ever been convicted of any crime or violation of  | any law, decree, ordinance or regulation by  | YES   | √ NO                                    |  |
| any court or tribunal?   |  | If YES, give details:   |   |  |
| STATE OF THE STATE | TOMACOSTIA POLICI  | CORP CHARGE PROPERTY | **************************************  |  |
| 37. Have you ever been separated from the service in any of  |  |   | □ NO                                    |  |
| retirement, dropped from the rolls, dismissal, termination, (abolition) in the public or private sector?   | end of term, finished contract or phased out   |   | Resignation and property of             |  |
| 38. a. Have you ever been a candidate in a national or local e   |  | · · · · · · · · · · · · · · · · · · ·   | · ·                                     |  |
| Barangay election)?  | notion for within the last year towards  | YES If YES, give details:   | ₩O                                      |  |
| b. Have you resigned from the government service during  | the three (3)-month period before the last   | YES   | ✓ NO                                    |  |
| election to promote/actively campaign for a national or loc  |  | If YES, give details:   |   |  |
| 39. Have you acquired the status of an immigrant or permane  | nt resident of another country?  | ☐ YES   | NO certa shape No.                      |  |
| Technical Center for Policy, Resource and Development  | OAS STICION SHEETS   | If YES, give details (country):   |   |  |
| Studies University of San Jose Recoletos   |  |   |   |  |
| 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M  |  |   |   |  |
| 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972   | 2), please answer the following items:   |   | nic Clasmo, me for Sociatory Teachers   |  |
| Are you a member of any indigenous group?  |  | YES If YES, please specify:   | ☑ NO                                    |  |
| Are you a person with disability?  |  | YES   | ✓ NO                                    |  |
|  |  | If YES, please specify If   |   |  |
| Are you a solo parent?   |  | YES   | ☑ NO                                    |  |
|  |  | If YES, please specify II   | J NO:                                   |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to applica   |  | TEL NO  |   |  |
| NAME   | ADDRESS  | TEL NO.   |   |  |
| Elwin Jay Yu   | BAYBAY CITY  | 9357882192  |   |  |
| Juliet Redula  | CEBU CITY  | 9958425853  |   |  |
| Dean Ruffel Flandez  | BAYBAY CITY  | 9087896619  |   |  |
| 42. I declare under oath that I have personally accomplish<br>complete statement pursuant to the provisions of per<br>Philippines. I authorize the agency head/authorized repre<br>agree that any misrepresentation made in this do  | tinent laws, rules and regulations of the sentative to verify/validate the contents stat   | Republic of the ed herein.  | BELJUN P. ENAYA                         |  |
| 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  |  | na continuo antina con coltra del regione del con continuo del continuo del continuo del continuo del continuo  |   |  |
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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)
    - o 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
    - o 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

Signature over Printed Name of Employee/Applicant)

Date: 0/2//19