

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 () 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	GONGORA			
FIRST NAME	GANESSA ROSE		NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	LIBOT			
3. DATE OF BIRTH (mm/dd/yyyy)	08/26/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	MANDALUYONG CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines	
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	N/A	
7. HEIGHT (m)	155.5	ZIP CODE	N/A	
8. WEIGHT (kg)	47		House/Block/Lot No.	Street
9. BLOOD TYPE	N/A		VISCA	PANGASUGAN
10. GSIS ID NO.	N/A		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	121257860243		BAYBAY	LEYTE
12. PHILHEALTH NO.	13-025542033-0	City/Municipality	Province	
13. SSS NO.	06-4360250-6	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	755 964 765 000	ZIP CODE	PUROK SPILLWAY	
15. AGENCY EMPLOYEE NO.	N/A		House/Block/Lot No.	Street
			N/A	CATUBLIAN
			Subdivision/Village	Barangay
			HINUNANGAN	SOUTHERN LEYTE
		City/Municipality	Province	
			6606	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	0930 773 5752	
		21. E-MAIL ADDRESS (if any)	ganessarosegongora7@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	GONGORA			
FIRST NAME	DANNY JOY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIGUID			
25. MOTHER'S MAIDEN NAME				
SURNAME	LIBOT			
FIRST NAME	CLARITA			
MIDDLE NAME	MALUBAY			

(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	CATUBLIAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	01/07/2005	01/03/2011	Graduated	2011	1ST HONORABLE MENTION
SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	01/07/2011	01/03/2015	Graduated	2015	3RD HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION MAJOR IN COMMUNITY BROADCASTING	01/07/2015	14/07/2019	Graduated	2019	CUMLAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 31, 2021
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V. 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	POSITION / NATURE OF WORK
		From	To		
	Student School'Publication - Canipaan National High School	01/07/2013	01/03/2015	2880	News Editor
	MAPEH CLUB OFFICER	01/07/2012	01/07/2013	1440	TREASURER
	AMBASSADORS FOR CHRIST - Campus Ministry	01/08/2016	01/07/2018	2800	Treasurer
	AMBASSADORS FOR CHRIST - Campus Ministry	01/08/2018	01/07/2019	1400	VICE-PRESIDENT

(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)


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(Continue on separate sheet if necessary)




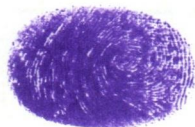
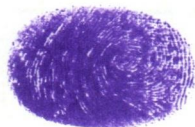
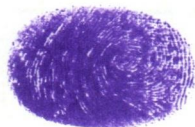
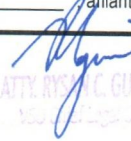
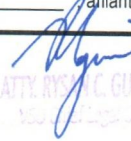
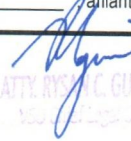
VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Broadcasting	N/A	N/A
Planting	N/A	N/A
Foster cats and dogs	N/A	N/A
Photography	N/A	N/A
Video Editing	N/A	N/A

(Continue on separate sheet if necessary)

		(Continue on separate sheet if necessary)	
SIGNATURE		DATE	DECEMBER 31, 2021

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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ANGELITA L. PARADERO, PhD</td><td>ILANG-ILANG DORMITORY</td><td>563-0412</td></tr><tr><td>NORMAN O. VILLAS</td><td>KELBOURNE APARTMENT</td><td>1077</td></tr><tr><td>LILYBELL B. SINAHON</td><td>HINUNANGAN SOUTHERN LEYTE</td><td>0909-987-3781</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ANGELITA L. PARADERO, PhD	ILANG-ILANG DORMITORY	563-0412	NORMAN O. VILLAS	KELBOURNE APARTMENT	1077	LILYBELL B. SINAHON	HINUNANGAN SOUTHERN LEYTE	0909-987-3781
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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.													
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PhilHealth</td></tr><tr><td>ID/License/Passport No.:</td><td>13-025542033-0</td></tr><tr><td>Date/Place of Issuance:</td><td>Baybay City</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PhilHealth	ID/License/Passport No.:	13-025542033-0	Date/Place of Issuance:	Baybay City	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>12/31/2021</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	12/31/2021	Date Accomplished
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SUBSCRIBED AND SWORN to before me this <u>02 FEB 2022</u> affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>Person Administering Oath</td></tr></table>			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.

Sample: If applying to Supervising Administrative Officer

- Duration: August 2019 – December 2021
- Position: Computer Operator II
- Name of Office/Unit: Management Information System/ Human Resource Management Information System
- Immediate Supervisor: Norman O. Villas
- Name of Agency/Organization and Location: Visayas State University, ViSCA Baybay City Leyte
- List of Accomplishments and Contributions (if any)
 - Proposed the endorsed and approved Visayas State University – Information System Strategic Plan for 2021-2023
 - Wrote the HRIS manuals for the developed Information Systems
- Summary of Actual Duties
 - Responsible for editing, lay outing, and writing communications, manuals, posters, videos, and minutes of meetings. In-charge of the written and photo documentation during trainings, webinars, seminars, workshops, and meetings; plans and proposes project proposals for MIS project's funding sustainability; corrects the grammar, word choice, colors, and fonts in the HRIS system dashboard; and prepares and/or checks PowerPoint presentations before and during meetings/webinars/seminars/trainings.

GANESSA ROSE L. GONGORA

(Signature over Printed Name
of Employee/Applicant)

Date: January 3, 2021