

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	ESTRERA		
FIRST NAME	AIDA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	LUBAY		
3. DATE OF BIRTH (mm/dd/yyyy)	9/5/1994	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	POMPONAN, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input 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:		
7. HEIGHT (m)	1.049 m	17. RESIDENTIAL ADDRESS	N/A SITIO CAATOY
8. WEIGHT (kg)	51 kg	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	O		N/A POMPONAN
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121237135823		BAYBAY CITY LEYTE
12. PHILHEALTH NO.	13-202405284-6		City/Municipality Province
13. SSS NO.	N/A	18. PERMANENT ADDRESS	N/A SITIO CAATOY
14. TIN NO.	727-603-015	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		N/A POMPONAN
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09638165675/09263319137		
21. E-MAIL ADDRESS (if any)	estreraaida09@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	ESTRERA			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CLAROS			
25. MOTHER'S MAIDEN NAME	ESPANTO			
SURNAME	ESTRERA			
FIRST NAME	ERLINDA			
MIDDLE NAME	LUBAY			

(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	POMPONAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2000	2006	GRADUATED ELEMENTARY	2006	WITH HONORS
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	GRADUATED HIGHSCHOOL	2010	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BACHELOR OF ELEMENTARY EDUCATION	2013	2017	GRADUATED BEEd	2017	LGU SCHOLARSHIP
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	MASTER OF ARTS IN EDUCATION (English)	2021	2022	6 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 29, 2023
-----------	---	------	--------------

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	May 29, 2023
------------------	---	-------------	--------------

[illegible]

(Continue on separate sheet if necessary)

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			
	Frontline and Excellent Customer Service	11/9/2022	11/11/2022	8 HOURS	Technical	Personnel Officers Association of the Philippines, Inc.
	"Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs"- CME Convocation Program	5/3/2021	5/3/2021	2 1/2 Hours	Technical	College of Management and Economics (CME)
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	8 HOURS	Technical	Visayas State University
	ORIENTATION WORKSHOP AMONG JO CLERKS AND LABORATORY TECHNICIANS	01/15/2019	01/15/2019	8 HOURS	Technical	Visayas State University
	BASIC OPERATION OF MICROSOFT OFFICE 2010 (WORD, EXCEL,POWERPOINT)	3/12/2018	12/21/2018	8 HOURS	Technical	ENGR. JOSE A. MORA JR.
	ORIENTATION ON BASIC CUSTOMER SERVICE & WORK VALUES	5/9/2017	5/9/2017	8 HOURS	Technical	Office of the Director for Administration & Human Resource Development (ODAHRD)

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Working harmoniously with colleagues	N/A	N/A
Computer literate		
Cooking		
Reading Books		
Listening Music		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 29, 2023
-----------	---	------	--------------

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:

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.
IZEL ANN A. LEONA	BAYBAY CITY, LEYTE	926-547-4652
BEATRIZ S. BELONIAS	VISCA, BAYBAY CITY, LEYTE	917-311-3309
CONNEL D. ANTIPASO	VISCA, BAYBAY CITY, LEYTE	917-310-1458

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


ID/License/Passport No.: 1593883

Date/Place of Issuance: 12/21/2017 - TACLOBAN CITY

Signature (Sign inside the box)

05/29/2023

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 24 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUINOCOR

Notary Public

Person Administering Oath

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