

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	REDULA		
FIRST NAME	JAY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FERNANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	JUNE 9, 1977	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	CEBU CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	B39 L8 Ph9 House/Block/Lot No. Street GRANDIOSA PUNTA I Subdivision/Village Barangay TANZA CAVITE City/Municipality Province
7. HEIGHT (m)	1.68 m	ZIP CODE	4108
8. WEIGHT (kg)	79 kg		
9. BLOOD TYPE		18. PERMANENT ADDRESS	B39 L8 Ph9 House/Block/Lot No. Street GRANDIOSA PUNTA I Subdivision/Village Barangay TANZA CAVITE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	4108
11. PAG-IBIG ID NO.	913 248123 448	19. TELEPHONE NO.	
12. PHILHEALTH NO.	13-050025947-8	20. MOBILE NO.	09665835881
13. SSS NO.	33-9977796-5	21. E-MAIL ADDRESS (if any)	jayredula060977@gmail.com
14. TIN NO.	917-643-805		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	UDTOHAN	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VEVINIA		
MIDDLE NAME	PERTIMOS		
OCCUPATION	ADMITTING CLERK		
EMPLOYER/BUSINESS NAME	BAYBAY CITY IMMACULATE CONCEPTION HOSPITAL		
BUSINESS ADDRESS	BAYBAY CITY CEXTE		
TELEPHONE NO.	09264475692		
24. FATHER'S SURNAME	REDULA		
FIRST NAME	MANUEL		
MIDDLE NAME	ACOSTA		
25. MOTHER'S MAIDEN NAME			
SURNAME	FERNANDEZ		
FIRST NAME	EUFEMIA		
MIDDLE NAME	DRENDO		

(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	ANDRES BONIFACIO ELEMENTARY SCHOOL		1987	1990		1990	
SECONDARY	BAYBAY CITY WEST HIGH SCHOOL		1990	1994		1994	
VOCATIONAL / TRADE COURSE							
COLLEGE	AMANTASAN KIG LUNGSED MAYNILA		1994	1998			
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOVEMBER 19, 2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOVEMBER 19, 2024
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	LINGSOD BATOK GALAAD	01/20/2013	03/15/2017	1,000 hrs	AUDITOR / COMMUNITY CRIME PREVENTION
	KNIGHTS OF COLUMBUS (CARIDAD CHAPTER)	08/10/2011	03/16/2013	800 hrs	SECRETARY / CHURCH ACTIVITY
	MANILA TROOPERS RIDERS CLUB	7/28/2013	11/19/2014	200 hrs	MEMBER / CHARITY RIDES

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
MOTORCYCLE RIDER	N/A	KNIGHTS OF COLUMBUS
TRUCK DRIVER		MANILA TREASURES RIDERS CLUB
BUS DRIVER		
SUV DRIVER		

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	NOVEMBER 19, 2024

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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?

☐ YES

☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

☐ YES

☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES

☒ NO

If YES, give details:

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:

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?

☐ YES

☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES

☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ 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. GUIRALDO FERNANDEZ JR.	VSU. MAIN CAMPUS	09224009161
MS. MELODY DULLANTES	VSU BIDAJIT	09092331074
PROF. ULDARDO ALVIOLA	VSU MAIN	09778512000

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: **DRIVERS LICENSE**

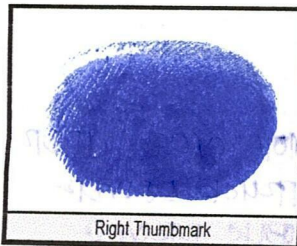
ID/License/Passport No.: **1103-00-089821**

Date/Place of Issuance: **06/09/03 / GUNTRIAS CAVITE**

Signature (Sign inside the box)

11 NOVEMBER 19, 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

03 DEC 2024

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

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

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: 1,080 HOURS, JANUARY UP TO MARCH 2019
- Position: SHUTTLE BUS DRIVER
- Name of Office/Unit: ICON HOTEL/HYUNDAI MINI BUS
- Immediate Supervisor: ROMMEL TUGAD
- Name of Agency/Organization and Location: DOUBLE DRAGON/ICON HOTEL/
PARANAQUE

- List of Accomplishments and Contributions (if any)

Observed weather conditions and adjusted driving accordingly for passenger safety and other road users.

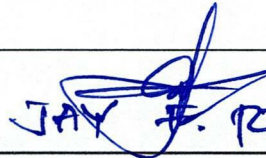
- Summary of Actual Duties

Operated navigation equipment and two-way radio while remaining focused on safety and efficiency.

Welcomed passengers with friendly smile, putting passengers at ease and providing enjoyable experience.

Monitored fuel levels to complete trips in full without any forced delays.

Coordinated emergency situations quickly and efficiently to minimize risk.


JAY F. REDULA

(Signature over Printed Name
of Employee/Applicant)

Date: Nov. 19, 2024