

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	TEJARA			
FIRST NAME	NELSON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	HERNANDO			
3. DATE OF BIRTH (mm/dd/yyyy)	5/6/1991	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	Bansalan Davao del Sur	If holder of dual citizenship, please indicate the details.		
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	House/Block/Lot No. Street Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521 - A	
7. HEIGHT (m)	1.62 m	18. PERMANENT ADDRESS	House/Block/Lot No. Street Bagumbayan Subdivision/Village Barangay Hilongos Leyte City/Municipality Province 6524	
8. WEIGHT (kg)	61.9 kg		ZIP CODE	
9. BLOOD TYPE	O		19. TELEPHONE NO.	NA
10. GSIS ID NO.	021 - 1441 - 8120 - 8 (CRN)		20. MOBILE NO.	09262974326
11. PAG-IBIG ID NO.	121093206771	21. E-MAIL ADDRESS (if any)	nelsontejara@vsu.edu.ph	
12. PHILHEALTH NO.	13 - 050149701 - 1			
13. SSS NO.	06-3488421-0			
14. TIN NO.	434-368-083			
15. AGENCY EMPLOYEE NO.				

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Tejara			
FIRST NAME	Artemio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Notarte			
25. MOTHER'S MAIDEN NAME				
SURNAME	Hernando			
FIRST NAME	Lydia			
MIDDLE NAME	Ipong			

(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	Bagumbayan Elementary School		6/1/1998	3/29/2004		2004	Valedictorian
SECONDARY	The Sisters of Mary School Boystown		4/19/2004	12/14/2007		2007	
COLLEGE	Southern Leyte State University Main Campus	BS Information Technology	6/9/2008	3/25/2012		2012	Cum Laude
GRADUATE STUDIES	Southern Leyte State University Main Campus	MS Information Technology	6/22/2013	3/28/2015	36 units		
	University of the Philippines Los Baños	Master of Information Technology	8/15/2016	6/22/2018		2018	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/16/19
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
PD 907 (Honor Graduate)		March 25,2012	Southern Leyte State Univeristy Main Campus	135210	3/25/2012

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
6/1/2016	present	Instructor I	Visayas State University - Baybay City	20549.00	SG 12	Contractual	Yes
6/1/2014	6/1/2016	Instructor I	Visayas State University - Baybay City	19440.00	SG 12	Contractual	Yes
12/13/2013	4/30/2014	Part Time Instructor	Visayas State University - Baybay City	10000.00		Part Time	Yes
4/13/2013	12/12/2013	Outsourcing IT Specialist	Powell Thomas International Accounting Services	15000.00		Contractual	No
6/18/2012	12/12/2013	Part Time Instructor	Southern Leyte State University - Tomas Oppus	13000.00		Part Time	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/16/19
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VII. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- 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		
	KABALIKAT CIVICOM	4/1/2019	Present		Member

(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)

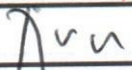
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	NOSTE 2019 International Research Conference, Training Workshop and Biennial Convention	5/17/2019	5/19/2019	24 hours		National Organization of Science Teachers and Educators (NOSTE)
	1st UPY International Conference on Applied Science and Education (1st UP-INCASE) and 5th International Conference on Education for Sustainable Development 2018	10/24/2018	10/26/2018	24 hours		Association of Science and Mathematics Coaches of the Philippines (ASMAC)
	Seminar- Workshop on Preparing Logframe for Effective Research Proposal	10/13/2018	10/13/2018	8 hours		Visayas State University
	Writeshop on Outcomes-Based Education Course Syllabi	7/26/2018	7/26/2018	8 hours		Visayas State University
	Extension Proposal Writing	7/18/2018	7/20/2018	24 hours		Visayas State University
	7th Annual Conference on Environmental Science	6/13/2018	6/15/2018	24 hours		Philippine Environmental Science Association (PESA)
	Data, Connectivity, and Intelligence : Data Science Track of the Data Science Course under Coursera	10/9/2017	3/29/201	5 months		Department of Science and Technology-Philippine Council for Industry, Energy and Emerging Technology Research and Development
	2nd Internationalization of Graduate Education dor Agricultural and Rural Development International Conference	10/19/2017	10/20/2017	16 hours		University of the Philippines Los Baños Graduate School
	1st Internationalization of Graduate Education dor Agricultural and Rural Development International Conference	11/22/2016	11/23/2016	16 hours		University of the Philippines Los Baños Graduate School

(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/16/19
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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.
Dr. Shalom Grace C. Sugano	VSU Visca Baybay City Leyte	563-7027
Mr. Salvador Catre Jr.	VSU Visca Baybay City Leyte	9058844431
Ms. Concepcion L. Khan	Batong Malake Los Baños Laguna	9209459750

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.



PHOTO

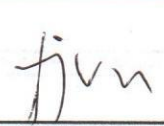
NELSON H. TEJARA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

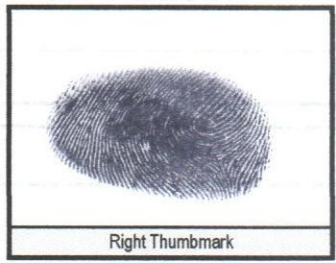
Government Issued ID: PAG - IBIG

ID/License/Passport No.: 1210-9320-6771

Date/Place of Issuance: Ormoc City Leyte


Signature (Sign inside the box)

8/16/19
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 16 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER

Person Administering Oath

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