

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. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Corrales		
FIRST NAME	Jessie	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Burlasa		
3. DATE OF BIRTH (mm/dd/yyyy)	12/08/1996	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	Brgy. San Pedro, Albuera, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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	673 Calingathnan Upper House/Block/Lot No. Street San Pedro Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.71	ZIP CODE	6542
8. WEIGHT (kg)	62.00	18. PERMANENT ADDRESS	673 Calingathnan Upper House/Block/Lot No. Street San Pedro Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6542
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	(
11. PAG-IBIG ID NO.	121168828087	20. MOBILE NO.	992-783-6415
12. PHILHEALTH NO.	120514932889	21. E-MAIL ADDRESS (if any)	jessie.corrales@vsu.edu.ph
13. SSS NO.	0638136155		
14. TIN NO.	3275964120000		
15. AGENCY EMPLOYEE NO.	V01238		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Sedigo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Nikki Marie	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Manatop			
OCCUPATION	Self-Employed			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Corrales			
FIRST NAME	Nelson	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Robles			
25. MOTHER'S MAIDEN NAME	Dionesia Caindoc Burlasa			
SURNAME	Corrales			
FIRST NAME	Dionesia			
MIDDLE NAME	Burlasa		(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	Albuera North Central School	Elementary	2004	2009	Graduated	2009	Valedictorian
SECONDARY	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	High School	2009	2013	Graduated	2013	Valedictorian
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Civil Engineering	2013	2018	Graduated	2018	N/A
GRADUATE STUDIES	University of the Philippines - Diliman	Master of Science in Civil Engineering	2020		with unit		

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	12/14/2022

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

12/14/2022

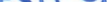
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	12/14/2022
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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

☐ 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:
Resigned from my previous job

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

☐ YES☒ NO

If YES, give details:
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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:
If YES, please specify ID No
If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Robbie Jay O. Peñolbo	Poblacion, Padre Burgos, So. Leyte	09974880609
Shenna Mae Sumugat	La Castellana, Negros Occidental	09460223271
Ramil B. Vinculado	Hilongos, Leyte	09060576843

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: SSS

ID/License/Passport No.: 0638136155

Date/Place of Issuance: 03/22/2016 / Cebu City

Signature (Sign inside the box)

12/14/2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 26 JAN 2023, 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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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: August 2019 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 1. Teaches assigned courses and performs other academic related functions
 2. Performs research and/ or extension functions
 3. Performs administrative functions (if applicable)
 4. Performs other functions assigned by the supervisor.

- Duration: December 19, 2018 to July 31, 2019
- Position: Production Engineer
- Name of Office/Unit: High First Build Construction, Inc.
- Immediate Supervisor: Ken V. Macasinag
- Name of Agency/Organization and Location: Camella Bacolod South, Brgy. Tangub, Bacolod City, Negros Occidental
 - Summary of Actual Duties
 1. Construction Management
 2. Plan Reading
 3. Site Inspection and Supervision
 4. Quality Assurance and Control
 5. Project Scheduling
 6. Brainstorming
 7. House Punchlisting


JESSIE B. CORRALES

(Signature over Printed Name
of Employee/Applicant)

Date: December 14, 2022