

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	LAGUE		
FIRST NAME	MA. NELIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	NAVARRO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/26/1999	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 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)	1.57	17. RESIDENTIAL ADDRESS	N/A CENTRO House/Block/Lot No. Street N/A TILHA-ONG Subdivision/Village Barangay CONSOLACION CEBU City/Municipality Province
8. WEIGHT (kg)	80	ZIP CODE	6001
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A CENTRO House/Block/Lot No. Street N/A TILHA-ONG Subdivision/Village Barangay CONSOLACION CEBU City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6001
11. PAG-IBIG ID NO.	121276810363	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	120260108412	20. MOBILE NO.	0921-485-5002
13. SSS NO.	34-9793111-6	21. E-MAIL ADDRESS (if any)	nelialague1@gmail.com
14. TIN NO.	398-655-760-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

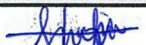
22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LAGUE			
FIRST NAME	ALBERTO	SR.		
MIDDLE NAME	ACLON			
25. MOTHER'S MAIDEN NAME				
SURNAME	NAVARRO			
FIRST NAME	NELFA			
MIDDLE NAME	PORRAS			

(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	SAN ROQUE CHILD DEVELOPMENT SCHOOL	ELEMENTARY	2006	2012		2012	WITH HONORS
SECONDARY	MANDAUE CITY SCIENCE HIGH SCHOOL	JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL	2012	2018		2018	WITH HONORS
VOCATIONAL /	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING	2018	2022		2022	CUM LAUDE
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 15, 2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]


(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE _____

JULY 15, 2024

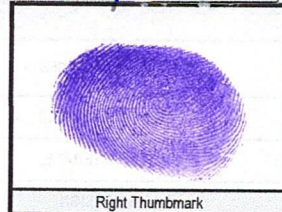
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (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)		
NAME	ADDRESS	TEL. NO.
MA. NEKKA A. SESPENE	CONSOLACION, CEBU	9688256125
FELICIANO L. SINON, JR.	BAYBAY CITY, LEYTE	9394477500
LOLITA A. BALAGOSA	QUEZON CITY	9088640153


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 (passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	DRIVER'S LICENSE
ID/License/Passport No.:	G05-17-007008
Date/Place of Issuance:	CEBU CITY


(Signature (Sign inside the box))
JULY 15, 2024



SUBSCRIBED AND SWORN to before me this 28 AUG 2024, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer
Person Administering Oath

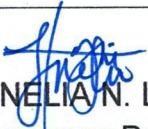
WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: March 1, 2024 – August 2, 2024
- Position: Engineer 1 (Contract of Service)
- Name of Office/Unit: Regional Rice Program – Field Operations Division
- Immediate Supervisor: Engr. Epifanio P. Gaudicos Jr.
- Name of Agency/Organization and Location: Department of Agriculture – Regional Field Office VII, DA-MES Compound, Mandaue City, Cebu
- Summary of Actual Duties
 - Coordinates with RAED in the conduct of Field Validation for the proposed projects;
 - Prepares and facilitates the required documents to be attached in the procurement of the INS approved projects such as LOI, MOA, Project Proposal, Endorsement, Right of Way, Deed of Donation and other documents required from the FCAs;
 - Prepares the required documents for the Early Procurement Activities of the approved INS Projects;
 - Conducts separate monitoring on the on-going implementation of the INS projects;
 - Submits regular updated report to the regional rice report officer;
 - Facilitates the required documents for the payment of the requested project billing;
 - Perform other tasks assigned by the supervisor

- Duration: September 12, 2022 – June 23, 2023
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
 - Prepare learning materials for the classes assigned.
 - Conduct classes as scheduled, and/or make-up classes in case of absence or officially declared class suspensions,
 - Employ varied teaching strategies to enhance the student learning,
 - Maintain an updated and orderly class record of all classes handled,
 - Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
 - Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
 - Attend to student queries and other class-related concerns even outside class hours,
 - Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
 - Pass clearance at the end of semester.


MA. NELIAN N. LAGUE
(Signature over Printed Name
of Employee/Applicant)
Date: 8/9/24