

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	CORDOVA		
FIRST NAME	JULIE ANN	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	SALES		
3. DATE OF BIRTH (mm/dd/yyyy)	04/12/1980	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	
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	500-30 DE DICIEMBRE ST. House/Block/Lot No. Street GREGORIO LORETO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.40meter	ZIP CODE	6521
8. WEIGHT (kg)	60KG	18. PERMANENT ADDRESS	500-30 DE DICIEMBRE ST. House/Block/Lot No. Street GREGORIO LORETO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6521
10. GSIS ID NO.	02004200561	19. TELEPHONE NO.	335-3453
11. PAG-IBIG ID NO.	913228750336	20. MOBILE NO.	09176371938
12. PHILHEALTH NO.	13-000105650-7	21. E-MAIL ADDRESS (if any)	cordovaanrieanthony96@yahoo.com
13. SSS NO.	NA		
14. TIN NO.	937-624-671		
15. AGENCY EMPLOYEE NO.	V000741		

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	CORDOVA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ERIE	NAME EXTENSION (JR., SR) N/A	ANRIE ANTHONY S. CORDOVA	09/28/2012
MIDDLE NAME	PELICANO		ANREA ANTONETTE S. CORDOVA	11/19/2014
OCCUPATION	OFW			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	SALES(DECEASED)			
FIRST NAME	RESTITUTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	KILAT			
25. MOTHER'S MAIDEN NAME				
SURNAME	LORETO			
FIRST NAME	IRMINA			
MIDDLE NAME	ABELLERA			

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	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	1987	1994	GRADUATE	1994	HIGH SCHOLASTIC
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	1994	1998	GRADUATE	1998	N/A
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	1998	2002	GRADUATE	2002	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	M.A.T. SOCIAL SCIENCE	2010	2017	24 units	N/A	N/A

SIGNATURE		DATE	
[Signature]		7/21/2020	

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

7/21/2020

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK
		From	To	
N/A		N/A	N/A	N/A

(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)		Type of LD (Managerial/ Supervisory/ Technical/etc)
		From	To	
	TRAINING ON QUALITATIVE RESEARCH	1/17/2020	1/17/2020	8.0
	RE-ECHO TRAINING ON THE NEW CHED GENERAL EDUCATION COURSE: RIZAL	4/12/2018	4/14/2018	21.0
	RE-ECHO TRAINING ON THE NEW CHED GENERAL EDUCATION COURSES: ART APPRECIATION	3/1/2018	3/3/2018	21.0
	TV PROGRAM PRODUCTION WORKSHOP	10/12/2017	10/13/2017	16.0
	TEXTBOOK WRITING	10/11/2017	10/11/2017	8.0
	PUBLICATION OF RESEARCH OUTPUT	8/14/2017	8/14/2017	8.0
	POETRY AND CREATIVE WRITING SEMINAR	2/20/2017	2/20/2017	8.0
	GENDER SENSITIVITY TRAINING	3/17/2017	3/17/2017	8.0
	MUSEOGRAPHY WORKSHOP: PRESERVING AND CONSERVING THE DLABS MUSEUM COLLECTION	3/2/2017	3/4/2017	24.0
	RESEARCH AND EXTENSION CAPABILITY BUILDING WORKSHOP	2/4/2016	2/5/2016	16.0
	STRATEGIC PLANNING	8/25/2016	8/25/2016	8.0
	HIV IN THE WORKPLACE SEMINAR	12/9/2016	12/9/2016	8.0
	ORIENTATION ON THE PREPARATION OF OPCR AND IPCR	11/12/2014	11/12/2016	8.0
	SEMINAR ON THE SENIOR HIGH SCHOOL PROGRAM	10/11/2013	10/11/2013	8.0
	ETHICS AND THE ENVIRONMENT	5/23/2013	5/25/2013	24.0
	TEAM BUILDING SEMINAR	9/9/2011	9/9/2011	8.0
	ORIENTATION SEMINAR ON SUBMITTING E-COPY AND HARDCOPY THESIS	9/7/2010	9/7/2010	8.0
	TEAM BUILDING SEMINAR	9/9/2010	9/9/2010	8.0
	SEMINAR WORKSHOP ON THE FILIPINO EDUCATOR	6/17/2010	6/18/2010	16.0

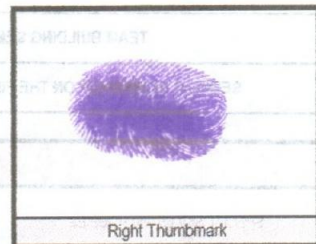
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Bunlara</i>	DATE	7/21/2020
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>									
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>									
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>									
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>									
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>									
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>									
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>									
<p>41. REFERENCES <i>(Person not related by consanguinity or affinity to appointing/ recommending)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ANDRESA SACMAR</td> <td>BRGY GABAS</td> <td>3353453</td> </tr> <tr> <td>GLOWILA FLORES</td> <td>BAYBAY, LEYTE</td> <td>9451408663</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ANDRESA SACMAR	BRGY GABAS	3353453	GLOWILA FLORES	BAYBAY, LEYTE	9451408663
NAME	ADDRESS	TEL. NO.								
ANDRESA SACMAR	BRGY GABAS	3353453								
GLOWILA FLORES	BAYBAY, LEYTE	9451408663								
<p>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.</p>										
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: VSU</p> <p>ID/License/Passport No.: V000741</p> <p>Date/Place of Issuance: 2/1/2012 VSU</p>	<p><i>Scolding</i></p> <p>Signature (Sign inside the box)</p> <p>7/21/2020</p> <p>Date Accomplished</p>									
<p>27 JUL 2020</p>										
<p>43. 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.</p>										
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <p>Atty. Ryan C. Guinocor Person Administering Oath</p> </div>										



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: February 1, 2012- Present
- Position: Instructor 1
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University-VISCA, Baybay, City Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught Social Sciences and Humanities, minor subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Carried duties and responsibilities as part of the Academic Personnel Committee in the department
 - Participated in the department's, college's, and the university's activities
 - Attended trainings, seminars, and conferences to enhance pedagogical teaching methods and strategies
 - Summary of Actual Duties
 - Responsible in teaching Social Science and Humanities subjects
 - Perform tasks assigned by the head, dean and other university authorities
 - Accomplish and submit documents and other necessary requirements asked by the department, the university and other governing bodies.

- Duration: June 1, 2005- January 31, 2012
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Norberto Canada (Deceased)
- Name of Agency/Organization and Location: Visayas State University- VISCA, Baybay, City Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught Social Science and Humanities and some minor subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in the department's, college's, and the university's activities
 - Attended trainings, seminars, and conferences to enhance pedagogical teaching methods and strategies
 - Summary of Actual Duties
 - Responsible in teaching Social Science and Humanities
 - Perform tasks assigned by the head, dean and other university authorities
 - Accomplish and submit documents and other necessary requirements asked by the department, the university and other governing bodies.


JULIE ANN SALES CORDOVA

(Signature over Printed Name
of Employee/Applicant)

Date: July 21, 2020