

PERSONAL DATA SHEET

TE JEN

WARNING: Any misinterpretation 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.

I. PERSONAL INFORMATION

2. SURNAME	CAINTIC		
FIRST NAME	LENITA		NAME EXTENSION (JR., SR)
MIDDLE NAME	LAPASANDA		
3. DATE OF BIRTH (mm/dd/yyyy)	11 - 21 - 1963	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEXTE	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☒ Separated Other/s: abandoned 2005	17. RESIDENTIAL ADDRESS	STA CRUZ BAYBAY CITY LEXTE
7. HEIGHT (m)	5'1"	ZIP CODE	6521
8. WEIGHT (kg)	60 KGS	18. PERMANENT ADDRESS	STA CRUZ BAYBAY CITY LEXTE
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	CRN-006-0096-1162-7	19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	1211-2568-1064	20. MOBILE NO.	09978892434
12. PHILHEALTH NO.		21. E-MAIL ADDRESS (if any)	lapasanda.lenita@yahoo.com
13. SSS NO.			
14. TIN NO.	922-434-128		
15. AGENCY EMPLOYEE NO.	00-1854		

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		Gayle L. Caintic	11-18-1991
MIDDLE NAME	N/A		Grace L. Caintic	3-12-1990
OCCUPATION	N/A		Glyza L. Caintic	10-10-1990
EMPLOYER/BUSINESS NAME	N/A		Glenn Paulo L. Caintic	4-1-1990
BUSINESS ADDRESS	N/A		Grian Adel L. Caintic	8-12-2000
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LAPASANDA SR.			
FIRST NAME	DIOSCORO			
MIDDLE NAME	MATONDO deceased			
25. MOTHER'S MAIDEN NAME	MERCEDES			
SURNAME	GALONIA			
FIRST NAME	VARRON			
MIDDLE NAME				

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	STA. CRUZ ELEM. SCHOOL		1971	'76			
SECONDARY	BAYBAY HIGH SCHOOL		1976	'80			
VOCATIONAL / TRADE COURSE	VISAYAS STATE UNIV.	BASIC SEWING					
		BACTHIOF OF					

12. MILITARY WORK OR INVOLVEMENT IN CIVILIAN GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
Lahug Women's League (Brg. Lahug)	2016	2017	4hrs/wk	member
Parent Patrol Organisation (LES)	2015	2017	5hrs/wk	member
Chapel President (Rocks) Lahug, CC.	2014	2016	2yrs	Chapel President

(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

[illegible]

(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)

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?

☐ 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: No ID yet

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

NAME	ADDRESS	TEL. NO.
Rizal Tanaid	Guadalupe Baybay	
Juancho Lao	Baybay City, Leyte	
Alicia Flores	Guadalupe Baybay	

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: Pag-ibig Loyalty Card

ID/License/Passport No.: 1211-2568-1068

Date/Place of Issuance: Vsu Baybay City Leyte

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCO

VSO LEGAL OFFICER

Person Administering Oath