

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	ENAYA		
FIRST NAME	BELJUN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PADECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/28/1989	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	SOGOD, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	APARTMENT 48 KILBOURNE ST. House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
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:	ZIP CODE	6521-A
7. HEIGHT (m)	1.74	18. PERMANENT ADDRESS	APARTMENT 48 KILBOURNE ST. House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay CITY OF BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	76 KGS	ZIP CODE	6521-A
9. BLOOD TYPE	B+	19. TELEPHONE NO.	563-0374
10. GSIS ID NO.	2005449025	20. MOBILE NO.	09231810905
11. PAG-IBIG ID NO.	1210-7438-2221	21. E-MAIL ADDRESS (if any)	beljun.enaya@vsu.edu.ph
12. PHILHEALTH NO.	13-201823017-1		
13. SSS NO.	N/A		
14. TIN NO.	436-539-234-000		
15. AGENCY EMPLOYEE NO.	V01074		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PEREZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARY GRACE	NAME EXTENSION (JR., SR)	AN AIS YVAIN E. ENAYA	01/06/2019
MIDDLE NAME	CARBONEL		BRACIE ARIEN P. ENAYA	11/11/2023
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	563-0374			
24. FATHER'S SURNAME	ENAYA			
FIRST NAME	ISABELO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABERTE			
25. MOTHER'S MAIDEN NAME	PADECIO			
SURNAME	ENAYA			
FIRST NAME	ANGELITA			
MIDDLE NAME	ZAMORA			

(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 FRANCISCO CENTRAL ELEMENTARY SCHOOL	N/A	1996	2002	N/A	2002	1st Honorable Mention
SECONDARY	SAINT JOSEPH COLLEGE	N/A	2002	2006	N/A	2006	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAN CARLOS SEMINARY COLLEGE	BACHELOR OF ARTS IN PHILOSOPHY	2006	2010	N/A	2010	N/A
GRADUATE STUDIES	UNIVERSITY OF SAN JOSE-RECOLETOS	MASTER OF ARTS IN PHILOSOPHY	2014	2018	N/A	2018	CHED

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	4/23/2024

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
	PRC LICENSE	83.0	29/03/2015	UNIVERSITY OF CEBU, BANILAD, CEBU CITY	1443314	28/07/2025
	DRIVER'S LICENSE	34 / 40	01/09/2018	LTO, BAYBAY CITY	H12-18-003093	28/07/2033


(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		DATE	4/24/2024
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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)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	SACRED HEART CATHOLIC CHARISMATIC COMMUNITY	13/08/2017	13/08/2017	1.0	RESOURCE SPEAKER
	SACRED HEART CATHOLIC CHARISMATIC COMMUNITY	13/08/2017	13/08/2017	8.0	FACILITATOR
	KNIGHTS OF COLUMBUS	01/08/2014	PRESENT	1.0	CHOIR
	KABALIKAT	20/11/2019	PRESENT	1.0	COMMUNICATOR VOLUNTEER
	BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS	14/12/2015	PRESENT	1.0	REGULAR MEMBER / SPEAKER

(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)
		From	To		
	14th Social Ethics Society Conference and First CJC-SES Joint International Conference	01/02/2024	02/02/2024	16.0	Research
	2023 SEPI International Conference on Christian Philosophy, Sustainability & Development	28/09/2023	30/09/2023	23.0	Research
	Conference Mondiale des Institutions Universitaires Catholiques de Philosophie (COMIUCAP) WORLD	16/11/2022	18/11/2022	24.0	Research
	44th PHAVISMINDA International Conference	27/05/2022	29/05/2022	24.0	Research
	4th Philippine Politics and Culture Conference	22/04/2022	23/04/2022	16.0	Research
	Expanding Horizons: Empirical Approaches in Philosophical Research II	23/03/2022	23/03/2022	8.0	Research
	International Conference on Philosophy of Education 2021	12/11/2021	14/11/2021	24.0	Research
	2nd Summit of the Union of Societies and Associations of Philosophy in the Philippines	21/07/2021	24/07/2021	32.0	Research
	Pambansang Seminar Workshop 2021	25/06/2021	25/06/2021	8.0	Research
	42nd National Online Conference of the Philosophical Association of the Visayas and Mindanao (PHAVISMINDA)	19/11/2020	19/11/2020	8.0	Technical
	CAPABILITY BUILDING ON LAND USE DEVELOPMENT AND INFRASTRUCTURE PLANNING	09/12/2019	13/12/2019	40.0	Technical
	EXPANDING CAPACITIES FOR CDP THROUGH SUCs AND LRIs TOWARD REALIZING SUSTAINABLE AND SELF-RELIANT COMMUNITIES	11/11/2019	16/11/2019	48.0	Technical
	UGAT CONFERENCE	07/11/2019	09/11/2019	24.0	Technical
	USSAP CONFERENCE	30/05/2019	01/06/2019	24.0	Technical
	TRAINING-WORKSHOP FOR SHS FACULTY	27/05/2019	30/05/2019	24.0	Technical
	SOCIETAS ETHICA PHILOSOPHICA	21/01/2019	23/01/2019	24.0	Technical
	Re-echo Training on the New CHED General Education Courses: Rizal	12/04/2018	14/04/2018	24.0	Technical
	Re-echo Training on the New CHED General Education Courses: Readings in Philippine History	05/04/2018	07/04/2018	16.0	Technical
	Re-echo Training on the New CHED General Education Courses: Ethics	08/03/2018	08/03/2018	24.0	Technical
	Re-echo Training on the New CHED General Education Courses: Understanding the Self	01/03/2018	03/03/2018	24.0	Technical
	Research Seminar-Workshop	13/05/2017	13/05/2017	8.0	Technical
	1st Recoletos Research Congress	03/08/2016	05/08/2016	24.0	Technical
	K to 12 Scholars Onboarding and Sending HEIs Orientation for Academic Year 2016-2017	15/06/2016	15/06/2016	8.0	Technical
	Dynamic Classrooms for Sociology Teachers	26/04/2015	30/04/2015	40.0	Technical

(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)
Sports (Basketball, taekwondo, table tennis, etc.)		Debate Society
Excellent Communication Skills		Sacred Heart Catholic Charismatic Community
General Knowledge Proficiency		Knights of Columbus
Musically inclined (Choir / Group)		Maasin Seminarians' Organization
		PHAVISMINDA
		SOCIETAS ETHICA PHILOSOPHICA
		SOCIAL ETHICS SOCIETY

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	4/23/2024

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)?

☐ 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: _____

Resignation

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: _____

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

NAME	ADDRESS	TEL. NO.
Elwin Jay Yu	BAYBAY CITY	9357882192
Juliet Redula	CEBU CITY	9958425853
Dean Ruffel Flandez	BAYBAY CITY	9087896619

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: DRIVER'S LICENSE

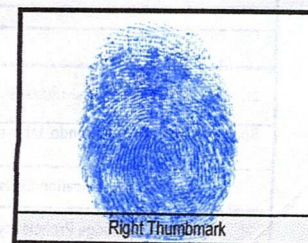
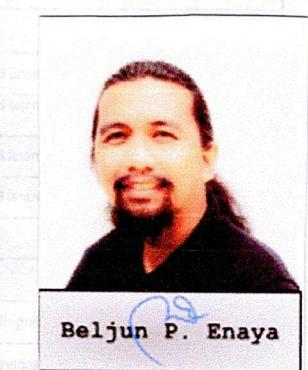
ID/License/Passport No.: H12-18-003093

Date/Place of Issuance: 07/28/2023 / LTO, Baybay City

Signature (Sign inside the box)

April 23, 2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this **14 MAY 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
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: January 1, 2019 – Present
- Position: Regular - Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences (2019-2023); Department of Philosophy and Social Sciences (2023-present)
- Immediate Supervisor: Dr. Guiraldo C. Fernandez (2019-2020), Jr.; Dr. Jett Quebec (2020-2023); Al Franjon Villaroya (2023-present)
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Extension Project Leader
 - Speaker of a training
 - Presented Papers during Conferences
- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements
 - Responsible in heading a department committee and in documenting the minutes of the meeting for the Department Personnel Committee

- Duration: June 11, 2018 – December 31, 2018
- Position: Substitute-Regular Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University

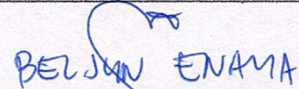
- List of Accomplishments and Contributions (if any)
 - Made students in Rizal in creating little reform (practical) activities
- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements

- Duration: June, 2014 – May, 2018
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Coached VSU Debate Team and made it win in competitions
 - Coordinated with DILG in Sangguniang Kabataan Mandated Training

- Co-authored a textbook in New CHED General Education Course: Ethics
- Made students in Rizal in creating little reform (practical) activities
- Summary of Actual Duties
 - Responsible in teaching social sciences and philosophy subjects, submitting grades and accomplishing other necessary requirements

- Duration: Nov., 2012 – May, 2014
- Position: ESL Teacher
- Name of Office/Unit: Writing Department / Video Class Department
- Immediate Supervisor: Christine Joy Amoin
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City
- Summary of Actual Duties
 - Responsible in teaching English to South Koreans in different levels through online / offline, correcting essays and submit corrected files on time, and checking/monitoring/communicating the attendance of the students


BELJAN ENAMA

(Signature over Printed Name
of Employee/Applicant)

Date: April 23, 2024