

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 ( ) ☐ 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	CORNITES		
FIRST NAME	FRIEDELYN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DONATO		
3. DATE OF BIRTH (mm/dd/yyyy)	JUNE 23, 1992	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.GUADALUPE, BAYBAY CITY, LEYTE	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:	17. RESIDENTIAL ADDRESS	ZONE 3 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	49.5		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	ZONE 3 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	on process	ZIP CODE	6521
11. PAG-IBIG ID NO.	121287527840		
12. PHILHEALTH NO.	13-202388675-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	726-19-3434	20. MOBILE NO.	09380041205
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	friedelyn.cornites@vsu.edu.ph

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		NAME EXTENSION (JR., SR)	SHEKAINAH MAE RUTH C. BORNIA	09/16/2019
MIDDLE NAME				
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MIPARANOM			
FIRST NAME	PANFILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME	CORNITES			
FIRST NAME	ROSALINDA			
MIDDLE NAME	DONATO			

(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	GUADALUPE ELEMENTARY SCHOOL	Primary Education	2001	2006	GRADUATED	2006	Valedictorian
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	Secondary Education	2006	2010	GRADUATED	2010	8th Honor
VOCATIONAL / TRADE COURSE	N/A	N/A			N/A		N/A
COLLEGE	VISAYAS STATE UNIVERSITIES	Bachelor of Science in Agriculture	2010	2018	GRADUATED	2018	ESGPA Scholar
GRADUATE STUDIES	N/A	N/A			N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/16/2022
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	11/16/2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					

[illegible]

(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		MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION OR ORGANIZATION (Write in full)
	COMMUNICATION SKILLS		N/A		N/A
	COMPUTER LITERATE				
	GARDENING				
	READING				
	WRITING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/16/2022
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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)?	<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ End of contract _____
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.
JOEL REY U. ACOB	VSU, VISCA BAYBAY CITY, LEYTE	9569161146
ELVIRA L. OCLARIT	VSU, VISCA BAYBAY CITY, LEYTE	9052225563
JUSTINE BENNETTE H. MILLADO	VSU, VISCA BAYBAY CITY, LEYTE	9215725222
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.		

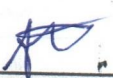


PHOTO



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PhilHealth
ID/License/Passport No.:	13-202388675-1
Date/Place of Issuance:	November 23, 2022

Signature (Sign inside the box) 	
November 16, 2022	
Date Accomplished	

SUBSCRIBED AND SWORN to before me this

01 DEC 2022

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN 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 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: July 3, 2018 – March 30, 2020
- Position: Prime data Collector
- Name of Office/Unit: Department of Agriculture – R8
- Immediate Supervisor: Mr. Randy Dante
- Name of Agency/Organization and Location: DA-R8, Kanhuraw Hill, Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
  - Educated farmers on the proper technologies to be used in controlling pest in the rice fields.
- Summary of Actual Duties
  - Interview farmers
  - Field data gathering
  - Encoding collected
  - Facilitate trainings regarding farmers

- Duration: August 2, 2021 – October 31, 2022
- Position: Admin Aide III(Job Order)
- Name of Office/Unit: VSU – Quality Assurance
- Immediate Supervisor: Dr. Editha G. Cagasan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Assisted in the Accreditation of various VSU programs.
- Summary of Actual Duties
  - Collect/Gather supporting documents
  - Scan/Upload to the google drive

  
**FRIEDELYN D. CORNITES**  
(Signature over Printed Name  
of Employee/Applicant)

Date: 11/16/2022