

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	DELIMA		
FIRST NAME	GINA		NAME EXTENSION (JR., SR) NA
MIDDLE NAME	ABREO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/15/1988	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	MANILA, PHILIPPINES	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	House/Block/Lot No. Street BRGY. BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	
8. WEIGHT (kg)	58		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000321109		
12. PHILHEALTH NO.	13-050082743-3		
13. SSS NO.	0628052854	19. TELEPHONE NO.	n/a
14. TIN NO.	259-850-611	20. MOBILE NO.	09667412328
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	DELIMAGINAPHL@GMAIL.COM

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)	GIANFE IRENE DELIMA	1/4/2011
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	GASTADOR			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	DELIMA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABREO			
FIRST NAME	IRENEA			
MIDDLE NAME	BARCOMA			

(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	HIPUSNGO ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	1994	2000	Graduated	2000	1ST HON. MENTIONED
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL GRADUATE	2000	2004	Graduated	2004	
VOCATIONAL / TRADE COURSE	TESDA	HORTICULTURE NCII	2016	2016	Completed	2016	
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2004	2008	Graduated	2008	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN MANAGEMENT	2011	2014	Graduated	2014	
GRADUATE STUDIES	KU LEUVEN, BELGIUM	MS IN SUSTAINABLE DEVELOPMENT	2017	2019	Graduated	2019	CUM LAUDE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 2, 2020
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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]

(Continue on separate sheet if necessary)

Michelle

JANUARY 2, 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)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NATIONAL SERVICE TRAINING PROGRAM (NSTP)	2007	2008	80.0	STUDENT ASSISTANT
	ST. ANTHONY DE PADUA PARISH	2001	2004		PARISH CATECHIST

(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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Seminar on Standards and Certification for Organic Agriculture	07/29/2008	07/30/2008	16	Technical	Bureau of Agriculture and Fisheries
	Value Chain Analysis Workshop	08/02/2008	08/03/2008	16	Technical	ISRDS, Kaakbay sa Buhay at Negosyo Micro-Credit, Philippine Coconut Authority, An Waray Party
	1st Regional Coconut Summit	08/30/2008	08/30/2008	8	Technical	People's Credit and Finance
	Financial Management and Analysis	09/24/2008	09/26/2008	24	Managerial/ Technical	Project Development Institut
	Regional Conference in Asset Reform, Climate	03/27/2010	03/27/2010	8	Managerial/ Technical	Leyte Normal University
	Presentation of Re-entry Plan	10/01/2011	10/01/2011	8	Managerial/ Technical	Oxfam
	Household Economy Analysis (HEA)	08/1/2014	08/ 31/2014	80	Technical	Oxfam, ILO
	TOT Community-based Enterprise Development	11/12/2014	12/12/2014	16.0	Managerial/ Technical	Oxfam, ECLIPSE
	Introduction to Participatory Development	12/18/2014	12/19/2014	16.0	Technical	Oxfam
	Training on Self-Help Group Approach	01/22/2015	01/24/2015	24.0	Technical	Oxfam
	Writeshop on Documentation of Best Practices	3/3/2015	3/3/2015	8.0	Managerial/ Technical	Catholic Relief Services (CR
	Occupational Health and Safety Program Roll-Out	08/25/2015	08/25/2015	8.0	Technical	USAID, CRS, Center for Disaster Preparedness
	TOT Disaster Risk Management and Contingency Planning	10/29/2015	10/29/2015	8.0	Managerial/ Technical	Catholic Relief Services (CRS)
	TOT Disaster Risk Reduction	01/27/2016	02/09/2016	72.0	Technical	Catholic Relied Services (CRS)
	Gender Sensitivity Orientation-Workshop	3/5/2016	3/5/2016	8.0	Technical	TESDA AND BALANGIGA NATIONAL AGRICULTURE
	Advanced Excel Training	05/18/2016	05/18/2016	8.0	NC11	Catholic Relied Services (CRS)
	HORTICULTURE NC11	1/5/2016	10/31/2016	449.0	Technical	Mountains of the Moon University, VLIRUOS, Vrije
	Information Security Awareness Training	04/17/2017	04/17/2017	3.0	Managerial/ Technical	Mountains of the Moon University, VLIRUOS, KU
	Training on Theories and Concepts of Disaster	1/11/2018	3/11/2018	9.0	Managerial/ Technical	
	Advanced Statistical Analysis	9/10/2018	10/18/2018	30.0		

(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)
	TRAINING FACILITATION		NA		NA
	DOCUMENTATION		NA		NA
	RESEARCH		NA		NA
	PROJECT MANAGEMENT		NA		

(Continue on separate sheet if necessary)


SIGNATURE		DATE	JANUARY 2, 2020
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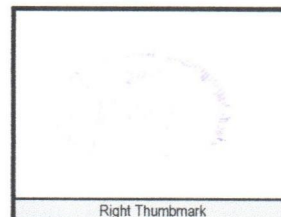
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (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: <u>END OF CONTRACT</u>
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): _____
4 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: Are you a member of any indigenous group? Are you a person with disability? 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.
ANGELO LLORIN	Catholic Relief Services, Eastern Samar	angelollorin@gmail.com
LOVE LYN CATALAN	GUIMBA, NUEVA ECIJA	lovelyn.catalan09@gmail.com
DR. KEWAN MERTENS	KU LEUVEN, BELGIUM	kewan.mertens@kuleuven.be


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: <u>Passport</u>
ID/License/Passport No.: <u>P2243149B</u>
Date/Place of Issuance: <u>22 MAY 2019/ PE BRUSSELS</u>


GINA DELIMA
Signature (Sign inside the box)
<u>JANUARY 2, 2020</u>
Date Accomplished



SUBSCRIBED AND SWORN to before me this FEB 13 2020, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSAN C. GUINOCOR
Notary Public for the Philippines
Ministering 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: May 9, 2017- July 15, 2017
- Position: Economic Inclusion Officer
- Name of Office/Unit: Technical Support
- Immediate Supervisor: Roy Adwyait
- Name of Agency/Organization and Location: People in Need, Guiuan, Eastern Samar, Philippines
 - List of Accomplishments and Contributions (if any)
 - Conducted market research of Calamansi subsector
 - Developed training evaluation tool

Sample: If applying to Supervising Administrative Officer

- Duration: Jan 4, 2016- May 9, 2017
- Position: Disaster Risk Reduction Community Organizer
- Name of Office/Unit: Program Department
- Immediate Supervisor: Angelo Llorin
- Name of Agency/Organization and Location: Catholic Relief Services, Salcedo, Eastern Samar
 - List of Accomplishments and Contributions
 - Assessed and proposed capacity building needs in relations to Disaster Risk Reduction of the local leaders;
 - Designed training materials based on participants' context.
 - Mobilized the community residents and local leaders for capacity-building training and Community-based Disaster Risk Reduction Management (CBDRRM) planning;
 - Conducted and facilitated DRR training according to target and ensure that participants understand and retain knowledge;
 - Organized, checked and ensured proper documentation of training outputs;
 - Worked closely with the Project's MEAL for collection and analysis of M and E information;
 - Summary of Actual Duties

Responsible for the delivery of DRR training and workshop to the Barangay DRRMC and households and documenting workshops outputs to formulate Contingency Plan and Barangay Disaster Risk Reduction Management Plan (BDRRMP).

- Duration: April 6, 2015 – Dec 15, 2015
- Position: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer - Focus on Accountability
- Name of Office/Unit: Program Department
- Immediate Supervisor: Arven Dela Cruz
- Name of Agency/Organization and Location: Catholic Relief Services, Salcedo, Eastern Samar

- List of Accomplishments and Contributions
 - Designed Beneficiary Accountability training materials for the staff
 - Provided technical assistance to ensure that accountability is integrated throughout the project cycle (design, implementation, and M&E) of CRS projects in the program area.
 - Provided training and guidance for project staff on relevant accountability issues.
 - Shared resources and information with staff on accountability.
 - Managed the feedback mechanisms to ensure effective two-way feedbacking system with the covered communities
 - Ensured that accurate and timely responses are given to the communities
- Summary of Actual Duties
 - Responsible for ensuring the beneficiary accountability is mainstreamed in the program design and implementation.

- Duration: Feb 4, 2014– Mar 31, 2015
- Position: Emergency Food Security and Livelihood (EFSVL) Officer
- Name of Office/Unit: Program Department
- Immediate Supervisor: Sylvie Le Guevel
- Name of Agency/Organization and Location: Oxfam GB, Ormoc City (Philippines)

- List of Accomplishments and Contributions
 - Assessed and analyzed food security & livelihood contexts which results were used in the conceptualization of the projects that were implemented;
 - Conceptualized and prepared project proposals
 - Took direct responsibility in the implementation of 2 livelihood recovery projects reaching almost 3000 families in 23 barangays within 5 months during the post-disaster emergency phase;
 - Lead in the rehabilitation of the post-harvest facilities of the 2 Rice Cooperatives in partnership with government agency;
 - Supported the different capacity buildings of supported Rice Cooperatives and interest groups including strategic & business planning;
 - Facilitated the implementation skills training of 71 rice labourers so that they can access off-farm livelihood opportunities;
 - Line managed 2-3 assistants and oversaw community activities through meetings, FGDs, and site visits to ensure that that projects are progressing according to schedule;
 - Supported the organizing of groups to avail the Self-Help Group project.
- Summary of Actual Duties
 - Responsible for the implementation of food security and livelihood projects to support typhoon-affected in their recovery.

- Duration: April 1, 2008 – Dec 1, 2013
- Position: Credit Officer
- Name of Office/Unit: Credit
- Immediate Supervisor: Dr. Bunaventura Dargantes and Adan Omillo
- Name of Agency/Organization and Location: Tacloban City, Philippines

- List of Accomplishments and Contributions
 - Marketed the organization's products and services;
 - Assessed and conducted in-depth evaluation of clients' project/business including the background of the borrower;
 - Supervised 3 personnel when assigned as the OIC Manager
 - Proposed viable and qualified borrowers to Credit Committee for approval;
 - Monitored, collected payments and prepared report relating to the status of the borrowers' business;
 - Assisted in project-proposal making
 - Supported administrative functions.
- Summary of Actual Duties

Responsible for the delivery of loans to target and qualified clients, monitoring of the client loan portfolio, and support policy-making.

Consultancy and Short-term work engagements:

- Duration: August 2016 - January 2017
- Position: **Bisaya and Tagalog Translator** (home-based/part-time)
- Name of Office/Unit: UNDP Weather-based Insurance Programme
- Immediate Supervisor: Angelica Barlis, Charlene Ngo
- Name of Agency/Organization and Location: United Nations Development Fund (UNDP Philippines)
 - List of Accomplishments and Contributions
 - Translated one English manual and six newsletters to Tagalog and Bisaya;
- Duration: November 13 & 21, 2019
- Position: **Documenter**
- Name of Office/Unit: UNDP Nationally-Determined Contribution Project
- Immediate Supervisor: Jezreel Pucio
- Name of Agency/Organization and Location: United Nations Development Fund (UNDP Philippines) - Nationally Determined Contribution Project Management Unit
 - List of Accomplishments and Contributions
 - Documented the Regional Investors Forum for Sustainable Mobility Project of Cagayan de Oro City;
 - Documented the 2nd Annual National Business Summit for Climate Change
- Duration: December 2019
- Position: English Translator (home-based/part-time)
- Name of Office/Unit: AHA Behavioral Design
- Immediate Supervisor: Angelika "Gigi" Garcia
- Name of Agency/Organization and Location: AHA Behavioral Design
 - List of Accomplishments and Contributions
 - Translated four Tagalog Manuals and Modules to English


GINA A. DELIMA

(Signature over Printed Name
of Employee/Applicant)

Date: 1/15/2020