## CS Form I v. 212 Revised 2025

## **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 Print legibly if accomplished through	TO FILLING OUT THE PERSONAL DATA SHE n own handwriting. Tick appropriate boxes \( \bigcup \) and the	EET (PDS) BEFORE ACCOMPLI	SHING THE	PDS FORM.	DO NOT AR	RREVIATE			
I. PERSONAL INFORMATIO		use separate sheet ii necessary. Ind	icate N/A II III	от аррпсаые.	DO NOT AB	BREVIATE.			
1. SURNAME	PUNDAVELA								
2. FIRST NAME	DELLY JANE  NAME EXTENSION (JR., SR)  N/A								
MIDDLE NAME	LORENIO								
DATE OF BIRTH     (dd/mm/yyyy)	24/09/1999	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization						
4. PLACE OF BIRTH	DULAG, LEYTE	If holder of dual citizens	hip,			country:			
5. SEX AT BIRTH	☐ Male ☑ Female	please indicate the deta	Philippine	Philippines			•		
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS House,		N/A  ouse/Block/Lot No.  N/A  Subdivision/Village			N/A Street PANGASUGAN		
7. HEIGHT (m)	1.6m		ne parte.	BAYBAY CITY			Barangay LEYTE		
8. WEIGHT (kg)	52kg	ZIP CODE		City/Municipality 6521			Province		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	l'o	N/A use/Block/Lot N			N/A		
10. UMID ID NO.	. N/A	The state of the s		N/A ubdivision/Villag			Street RIZAL		
11. PAG-IBIG ID NO.	130255902505			DULAG			Barangay LEYTE		
12. PHILHEALTH NO.	0645033610	ZIP CODE		City/Municipality 6505			Province		
13. PhilSys Number (PSN):	3671960348561295	19. TELEPHONE NO,				N/A			
14. TIN NO.	644227194	20. MOBILE NO.	0975852		09758528535				
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	<u>djl.pundave</u>		avela@vsu.ed	ela@vsu.edu.ph			
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	NVA		3. NAME of Ch	HILDREN (Write		d list all)	DATE OF BIF	RTH (dd/mm/yyyy)	
FIRST NAME	N/A	NAME EXTENSION (JR., SR)			N/A			N/A	
MIDDLE NAME	N/A		N/A				N/A		
OCCUPATION	N/A		N/A			N/A			
EMPLOYER/BUSINESS NAME	N/A		N/A			N/A			
BUSINESS ADDRESS	N/A		N/A			N/A			
TELEPHONE NO.	N/A		N/A			N/A			
24. FATHER'S SURNAME	PUNDAVELA		N/A			N/A			
FIRST NAME	DARWIN	NAME EXTENSION (JR., SR)		N/A			N/A		
MIDDLE NAME	VERMUG		N/A				N/A		
25. MOTHER'S MAIDEN NAME					N/A			N/A	
SURNAME	LORENIO				N/A			N/A	
FIRST NAME	MELINDE		N/A				N/A		
MIDDLE NAME	CAIDOY			(	Continue on	separate sheet if nec	essary)		
III. EDUCATIONAL BACKG 26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/ (Write in full)	/COURSE		ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	RIZAL ELEMENTARY SCHOOL	ELEMENTARY		From <b>2006</b>	To <b>2012</b>		2012	VALEDICTOR	
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL		2016	2018		2018	WITH	
VOCATIONAL /	N/A	N/A				/		HONORS	
TRADE COURSE  COLLEGE	VISAYAS STATE UNIVERSITY MAIN CAMPUS	BACHELOR OF SCIENCE IN	N CIVIL	N/A	N/A	/	N/A	N/A BEST CE	
1 2	BAYBAY CITY	ENGINEERING		2018	2023	/	2023	PROJECT	
GRADUATE STUDIES	N/A	N/A (Continue on separate sheet if neces	ssary)	N/A	N/A		N/A	N/A	
SIGNATURE	mount	T The state of the	Proceedings on a consistency	DA	TE		05/09/2025 CS FORM 212 (Rese	ised 2025), Page 1 of 4	

27. CES/CSEE/CAREER SERVICE/RA 1	080 (BOARD/	RATING	DATE OF	PLACE OF EXAMINATION /	LICENSE	if applicable)
BAR)/UNDER SPECIAL LAWS/CATEGORY I// IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL  RA 1080		(If Applicable)	EXAMINATION / CONFERMENT	CONFERMENT	NUMBER	Valid Until
		79.3	11/17/2023- 11/18/2023	UNIVERSITY OF CEBU BANILAD CAMPUS	0206432	09/24/2027
			kan jaga aras m Managrapa			
	· · · · · · · · · · · · · · · · · · ·					
					Star Fallen	
					Jan 18-24	
V. WORK EXPERIENCE		(Continue on sepa	arate sheet if necessal	(y)		
Include private employment. Start fr	om γour recent	work.) Descriptio	n of duties shoul	d be indicated in the attac	hed Work Exper	ience Sheet.
(dd/mm/yyy)	NCLUSIVE DATES (dd/mm/yyy) POSITION TITLE (Write in full/Do not abbreviate)			GENCY / OFFICE / COMPANY full/Do not abbreviate)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From To		The state of the s	(Write in full/Do not abbreviate)			
01/16/2025 05/23/2025	INSTRUCTO			STATE UNIVERSITY	Part-Time	Y
12/29/2023 08/29/2024 CUSTOME	OFFICE ENGIN	PRESENTATIVE		STAFFING OPC	Regular Probationary	N N
12/12/022 12/21/2023 COSTOMI	ER SERVICE RE	PRESENTATIVE	VE VIRTUAL STAFFING, OPC		Probauonary	N
			Eventurianus que			
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SIGNATURE			arate sheet if necessal		5/00/2025	
SIGNATURE	A	wayla.		DATE	5/09/2025	evised 2025), Page 2 d

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNM	ENT / PEOPLE	/VOLUNTAR	Y ORGANIZATI	ONS				
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/yyyy)		NUMBER OF HOU					
N/A	N/A	N/A	N/A	N/A				
		+						
		-						
		-		-				
	(Continue on separ	ate sheet if necess	ary					
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING	PROGRAMS A	ATTENDED						
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		Type of L&D ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)			
OJT PROGRAM	2021	To 2022	64 HOURS	TECHNICAL	ENGINEERS NETWORK TECHNICAL TRAININ			
WORK IMMERSION	2017	2018	80 HOURS	FOUNDATION	INSTITUTE (ENTTI) COMPANY TACLOBAN CITY DISASTER RISK REDUCTIO			
BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING	07/17/2024	07/18/2024	10 HOURS	TECHNICAL	MANAGEMENT OFFICE			
LISTONG PAMAYANAN COMMUNITY SIMULATION DRILL FOR TSUNAMI TRAINING	02/26/2018	02/27/2018	16-HOURS	FOUNDATION	DOLE REGION VIII REGIONAL TRAINING CENTER VIII			
STAAD FUNDAMENTALS TRAINING	03/01/2025	03/08/2025	16-HOURS	TECHNICAL	XSTRUCTURES			
SYNCHRO 4D PRO	07/03/2025	07/04/2025	16-HOURS	TECHNICAL	XSTRUCTURES			
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			Alignon Telep					
II. OTHER INFORMATION	ontinue on separate	sheet if necessary						
31. SPECIAL SKILLS and HOBBIES 32. NC	ON-ACADEMIC DISTII		NITION		33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION			
JOURNALISTIC WRITING	(Writ	e in full)			(Write in full)			
AutoCAD, MATLAB, STAAD	TAX.				SANGGUNIANG KABATAAN Phillippine Institute of Civil Engineers -(PICE)			
					Leyte Chapter			
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SIGNATURE	infa .	EURIUS	DAT	TE	05/09/2025 CS FORM 212 (Revised 2025), Page 3 of			

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	[2] 4. [2] 1. [2] 1. [2] 1. [2] 1. [2] 1. [2] 1. [2] 2. [3] 2. [4] 1. [	☐ YES ☑ NO				
b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO If YES, give details:					
35. a. Have you ever been found guilty of any administrative offe	☐ 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 an any court or tribunal?	☐ YES ☑ NO If YES, give details:					
37. Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fir the public or private sector?	☐ YES ☑ NO If YES, give details:					
38. a. Have you ever been a candidate in a national or local elec Barangay election)?	tion held within the last year (except	☐ YES ☑ If YES, give details:	부족에 그는 어디에서 하시라 보다 없다면 되는 것이 되었다. 그는 것이 되었다면 그렇게 하는 것이 되었다면 그렇게 되었다면 되었다면 되었다면 되었다면 되었다면 되었다.			
<ul> <li>b. Have you resigned from the government service during the election to promote/actively campaign for a national or local or</li> </ul>	☐ YES ☑ NO If YES, give details:					
39. Have you acquired the status of an immigrant or permanent in	☐ YES ☑ NO If YES, give details (country):					
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag as amended); and (c) Expanded Solo Parents Welfare Act (F items:						
a. Are you a member of any indigenous group?		☐ YES ☑ If YES, please specify:	NO			
Are you a person with disability?	☐ YES ☑ If YES, please specify ID No:	NO				
c. Are you a solo parent?	☐ YES ☑ If YES, please specify ID No:	NO				
41. REFERENCES (Person not related by consanguinity or affinity to appl	icant /appointee)	and the same of th				
NAME .	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL				
Dr. Hanzel N. Mejia	KANANGGA, LEYTE	9913892186	86			
RINA QUINTANA	DULAG, LEYTE	9632452424				
ENTTI COMPANY	QUEZON CITY	9178751908				
42. I declare under oath that I have personally accomplished this statement pursuant to the provisions of pertinent laws, ru authorize the agency head/authorized representative to veril misrepresentation made in this document and its attachme against me.	ules, and regulations of the Republic of fy/validate the contents stated herein.	the Philippines. I I agree that any	DELLY JANE L.PUNDAVELA PHOTO			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	+6					
Government Issued ID: 3671-9603-4856-1295		Notice and the second				
ID/License/Passport No.: 13-025590250-5	License/Passport No.: 13-025590250-5 Signature (Sign inside the l					
Date/Place of Issuance: 7/10/2022	Date Accomplished		Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	0 9 SEP 2025	ing his/her validly issued governme	nt ID as indicated above.			
Doc. No.: 2147 Page No.: 33 Book No.: // Series of 20 75	Public Attorney Pursuant to RA	v II				