

CS Form No. 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 TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly if accomplished through own handwriting. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

1. SURNAME	PUNDAVELA		
2. FIRST NAME	DELLY JANE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LORENIO		
3. DATE OF BIRTH (dd/mm/yyyy)	24/09/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	DULAG, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A
7. HEIGHT (m)	1.6m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	52kg		N/A PANGASUGAN
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. UMID ID NO.	N/A		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	130255902505		City/Municipality Province
12. PHILHEALTH NO.	0645033610	18. PERMANENT ADDRESS	N/A
13. PhilSys Number (PSN):	3671960348561295	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	644227194		N/A RIZAL
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village Barangay
			DULAG LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09758528535
		21. E-MAIL ADDRESS (if any)	djl.pundavela@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 (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 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	RIZAL ELEMENTARY SCHOOL	ELEMENTARY	2006	2012	✓	2012	VALEDICTORIAN
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL	2016	2018	✓	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	✓	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY MAIN CAMPUS BAYBAY CITY	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2018	2023	✓	2023	BEST CE PROJECT
GRADUATE STUDIES	N/A	N/A	N/A	N/A	✓	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/09/2025
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IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/09/2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[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)
	JOURNALISTIC WRITING				SANGGUNIANG KABATAAN
	AutoCAD, MATLAB, STAAD				Philippine Institute of Civil Engineers -(PICE)- Leyte Chapter

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/09/2025
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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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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)? 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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
Dr. Hanzel N. Mejia	KANANGGA, LEYTE	9913892186
RINA QUINTANA	DULAG, LEYTE	9632452424
ENTTI COMPANY	QUEZON CITY	9178751908

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

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: 3671-9603-4856-1295
ID/License/Passport No.: 13-025590250-5
Date/Place of Issuance: 7/10/2022

Signature (Sign inside the box)
5/12/2025
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 09 SEP 2025, affiant exhibiting his/her validly issued government ID as indicated above.

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ATTY. DECYROSE P. PAPA
Public Attorney II
Pursuant to RA 9406
Person Administering Oath