

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	RODRIGUEZ		
FIRST NAME	ANNIE FAMELA		
MIDDLE NAME	BORLASA		
3. DATE OF BIRTH (mm/dd/yyyy)	05/04/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<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	Brgy. Buenavista, Baybay City, Leyte
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	85	18. PERMANENT ADDRESS	Brgy. Buenavista, Baybay City, Leyte
9. BLOOD TYPE	B+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	0907-328-7473
11. PAG-IBIG ID NO.	1211-1693-8130	21. E-MAIL ADDRESS (if any)	annie.rodriquez@vsu.edu.ph
12. PHILHEALTH NO.	12-051352704-2		
13. SSS NO.	N/A		
14. TIN NO.	318-604-194-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		NAME EXTENSION (JR., SR)	N/A	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME					
MIDDLE NAME					
OCCUPATION					
EMPLOYER/BUSINESS NAME					
BUSINESS ADDRESS					
TELEPHONE NO.					
24. FATHER'S SURNAME	RODRIGUEZ				7/2/1963
FIRST NAME	FERNANDO	JR.			
MIDDLE NAME	GOZON				
25. MOTHER'S MAIDEN NAME					01/27/1969
SURNAME	BORLASA				
FIRST NAME	ANNALIZA				
MIDDLE NAME	MORALES				

(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	BAYBAY NORTH CENTRAL SCHOOL	BASIC EDUCATION CURRICULUM	2000	2006		2006	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	BASIC EDUCATION CURRICULUM	2006	2010		2010	NA
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN DEVELOPMENT COMMUNICATION	2010	2014		2014	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS IN EDUCATION MAJOR IN ENGLISH	2016	2019		2019	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUGUST 17, 2020
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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
	CSC (PROFESSIONAL)	80.1	APRIL 17, 2016	EASTERN VISAYAS STATE UNIVERSITY, TACLOBAN CITY	481	
	DRIVER'S LICENSE (NON-PROF)		JANUARY 31, 2019	LTO BAYBAY CITY	H1219000456	4/5/2023
	LICENSED PROFESSIONAL TEACHER	77.6	9/29/2019	TACLOBAN CITY	1813462	4/4/2020

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

Amir Nijaz

AUGUST 17, 2020


[illegible]

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	AUGUST 17, 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: Finished 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)		
Dr. Aleli A. Villocino	VSU, Visca, Baybay City, Leyte	0917-304-0879
Dr. Rosario P. Abela	VSU, Visca, Baybay City, Leyte	0918-364-1159
Dr. Shalom Grace C. Sugano	VSU, Visca, Baybay City, Leyte	0912-265-4495
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:	BIR
ID/License/Passport No.:	318-604-194-000
Date/Place of Issuance:	11/05/2014

Signature (Sign inside the box)	
AUGUST 17, 2020	
Date Accomplished	

SUBSCRIBED AND SWORN to before me this 19 AUG 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR	
VSU LEGAL OFFICER	
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: August 1, 2018 – July 31, 2020
- Position: Substitute Instructor
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed Course Syllabus and Instructional materials
- Summary of Actual Duties
 - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: June 13, 2016 – June 8, 2018
- Position: Part-time Instructor
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Dr. Rosario P. Abela
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed Course Syllabus and Instructional materials
- Summary of Actual Duties
 - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: July 2014-February 2015
- Position: Call Center Agent
- Name of Office/Unit: Convergys
- Immediate Supervisor: Melissa Cabelin
- Name of Agency/Organization and Location: Convergys
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Responsible for performing technical tasks e.g., responds to queries of customer and performs other related functions.



ANNIE FAMELA B. RODRIGUEZ
(Signature over Printed Name
of Employee/Applicant)

Date: August 17, 2020