

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	ANDO				
2. FIRST NAME	LINDY JANE		NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	LAUREÑO				
3. DATE OF BIRTH (dd/mm/yyyy)	13/04/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship		
4. PLACE OF BIRTH	ORMOC CITY, 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		Pls. indicate country:		
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			
7. HEIGHT (m)	1.6 m	ZIP CODE	House/Block/Lot No.	Street	
8. WEIGHT (kg)	62 kg			GABAS	
9. BLOOD TYPE	O+		Subdivision/Village	Barangay	
10. UMID ID NO.	021314699601		BAYBAY CITY	LEYTE	
11. PAG-IBIG ID NO.	1212-1511-0259		City/Municipality	Province	
12. PHILHEALTH NO.	1325-0777-5385	18. PERMANENT ADDRESS			
13. PhilSys Number (PSN):	06-4059429-3	ZIP CODE	House/Block/Lot No.	Street	
14. TIN NO.	343-174-893			KALIPAYAN	MAS-IN
15. AGENCY EMPLOYEE NO.	V01109		Subdivision/Village	Barangay	
			ORMOC	LEYTE	
			City/Municipality	Province	
			6541		
19. TELEPHONE NO.	N/A				
20. MOBILE NO.	09354421403				
21. E-MAIL ADDRESS (if any)	lindyjane.ando@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	ANDO		N/A	N/A
FIRST NAME	MAXIMO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	INDOLOS		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	LAUREÑO		N/A	N/A
FIRST NAME	AILEEN		N/A	N/A
MIDDLE NAME	LAMIGO		(Continue on separate sheet if necessary)	

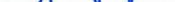
III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MAS-IN ELEMENTARY SCHOOL	N/A	2002	2008	N/A	2008	Second Honors
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	N/A	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2012	2017	N/A	2017	N/A
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - DILIMAN	MASTER OF SCIENCE IN CIVIL ENGINEERING	2021	2025	N/A	2025	N/A

SIGNATURE		DATE	
		13-Aug-25	

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	13-Aug-25
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[Handwritten signature]

13-Aug-25

[illegible]

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

(Continue on separate sheet if necessary)

[illegible]

SIGNATURE		DATE	13-Aug-25
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ 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
Engr. EPIFANIA G. LORETO	VISCA, BAYBAY CITY, LEYTE	09952167888
Dr. HANZEL N.MEJIA	VISAYAS STATE UNIVERSITY	09567160240
Engr. JOHN CHRISTIAN GAVIOLA	VISAYAS STATE UNIVERSITY	09619601571

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: PRC


ID/License/Passport No.: 0162279

Date/Place of Issuance: ORMOC CITY

Signature (Sign inside the box)


August 13, 2025

Date Accomplished



LINDY JANEL. ANDO

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **SEP 11 2025**,

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

ATTY. EDEN B. CHAVEZ-BUENA VIAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-23-12-07
Until December 31, 2025
MCLE Compliance No. VIII-0011446-Valid until April 14, 2028
PTR No. Bc0326357, 01/02/25
Person Administering Oath: O.R. No. 492541-01/02/25
TTN No. 207-628-029
Attorney's Roll No. 42391

R. Magsaysay Avenue, Baybay City, Leyte

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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: January, 2024 – May, 2025
- Position: Part-time Instructor
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Engr. John Christian Gaviola
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
Performs instruction function of the department

- Duration: September, 2018 – December, 2023
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
Performs instruction, research, and extension functions of the department

- Duration: Feb, 2018 – Aug, 2018
- Position: Office Engineer
- Name of Office/Unit: Construction Project Management Department
- Immediate Supervisor: Engr. Josephine Penuela
- Name of Agency/Organization and Location: Prince Retail Group of Companies, MC Briones St., Cebu City
- Summary of Actual Duties
 - Effective coordination with the site engineers, designers, and Contractors
 - Requesting needed materials and assisting the Permit Liaison for the preparation of documents for the issuance of permits.
 - Making of As-built plans.


LINDY JANE L. ANDO

(Signature over Printed Name
of Employee/Applicant)

Date: Aug. 13, 2025