

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 ABANDON** ☐ CS ID N/A (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

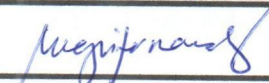
2. SURNAME	FERNANDEZ		
FIRST NAME	RUPHA GIN	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	TUBATO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/30/1990	16. CITIZENSHIP	Filipino
4. PLACE OF BIRTH	DAVAO CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	Purok 1 Bagasa
7. HEIGHT (m)	5'2	ZIP CODE	House/Block/Lot No. Street
			Subdivision/Village Bago Gallera
			Davao City Davao Del Sur
			City/Municipality Province
8. WEIGHT (kg)	66	18. PERMANENT ADDRESS	Purok 1 Bagasa
9. BLOOD TYPE	O+		House/Block/Lot No. Street
10 GSIS ID NO.	N/A		Subdivision/Village Barangay
11 PAG-IBIG ID NO.	1212-6420-3494		Davao City Davao Del Sur
12. PHILHEALTH NO.	1602-5879-6141	ZIP CODE	City/Municipality Province
13. SSS NO.	345-3042-544	19. TELEPHONE NO.	8000
14. TIN NO.	762-990-245-000	20. MOBILE NO.	NA
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	0926-0287-640
			fernandezrupha@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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24 FATHER'S SURNAME	FERNANDEZ			
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
25 MOTHER'S MAIDEN NAME				
SURNAME	TUBATO			
FIRST NAME	PACITA			
MIDDLE NAME	BREVA			
(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	TALOMO CENTRAL ELEMENTARY SCHOOL	GRADE 1 TO 6	1996	2002	Graduated	2002	WITH HONOR
SECONDARY	TALOMO NATIONAL HIGH SCHOOL	HIGH SCHOOL	2002	2007	Graduated	2007	
VOCATIONAL / TRADE COURSE							
COLLEGE	JOSE MARIA COLLEGE FOUNDATION INC.	BACHELOR IN ARTS IN THEOLOGY	2008	2012	Graduated	2012	
GRADUATE STUDIES	UNIVERSITY OF IMMACULATE CONCEPTION	MASTER IN COUNSELING	2019	2021	Graduated	2021	
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	07/31/23
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IV. CIVIL SERVICE ELIGIBILITY						
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
	PRC License -Guidance Counselor		August 17-18, 2022	ADDU Matina Davao City	0004154	10-30-2025
	Professional Drivers License		10-26-2021	City Gate Buhangin Davao City	L09-17-00582	10-30-2026

V. WORK EXPERIENCE	
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[illegible]

SIGNATURE	<i>Magnifico</i>	DATE	JULY 31, 2023
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magnificent

JULY 31, 2023



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		
NA		NA	NA	NA	NA

(Continue on separate sheet if necessary)

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

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			
	YOUNG ADULT SEXUALITY SEMINAR	25/04/2023	25/04/2023	4	SUPERVISORY	ASSUMPTION COLLEGE OF DAVAO
	EMPOWERING EDUCATORS TO BE GATE KEEPERS	19/04/2023	19/04/2023	4	SUPERVISORY	ASSUMPTION COLLEGE OF DAVAO
	GENDER SENSITIVITY TRAINING	13/02/2023	10/03/2023	N/A	SUPERVISORY	UNIVERSITY OF THE PHILIPPINES-OPEN UNIVERSITY (MASSIVE OPEN DISTANCE E-
	PRINCIPLES OF GRAPHIC DESIGN	01/03/2023	31/03/2023	N/A	SUPERVISORY	UNIVERSITY OF THE PHILIPPINES-OPEN UNIVERSITY (MASSIVE OPEN DISTANCE E-
	RACE AGAINST SUICIDE	08/02/2023	10/02/2023	21	MANAGERIAL	DAVAO ASSOCIATION OF GUIDANCE AND COUNSELOR
	POSITIVE PSYCHOLOGY IN ACTION: WORKSHOPS ON THE APPLICATION OF POSITIVE PSYCHOLOGY	26/11/2022	26/11/2022	3	SUPERVISORY	PSYCHOLOGY ASSOCIATION OF THE PHILIPPINES
	ESTABLISHING PERSONAL AND PROFESSIONAL BOUNDARIES	06/05/2020	06/05/2020	1	TECHNICAL	AMERICAN COUNSELING ASSOCIATION
	COVID 19 and TELEBEHAVIORAL HEALTH CONSIDERATION DURING A PUBLIC HEALTH EMERGENCY	06/05/2020	06/05/2020	1	TECHNICAL	AMERICAN COUNSELING ASSOCIATION
	TEN WAYS TO INTENTIONALLY USE GROUP WORK TO TRANSFORM HATE AND ENCHANCE COMMUNITY	06/05/2020	06/05/2020	1	TECHNICAL	AMERICAN COUNSELING ASSOCIATION
	COUNSELOR SELF-CARE	06/05/2020	06/05/2020	1	TECHNICAL	AMERICAN COUNSELING ASSOCIATION
	ASSESTMENT AND INTERVENTION WITH SUICIDAL CLIENTS	06/05/2020	06/05/2020	1	TECHNICAL	AMERICAN COUNSELING ASSOCIATION
	PARENTING GIFTED ADOLESCENTS AMIDST THE PANDEMIC	28/08/2020	28/08/2020	2	TECHNICAL	UNILAB FOUNDATION
	COUNSELING INTERVENTIONS IN MANAGMENT OF MENTAL HEALTH ISSUES	18/08/2020	18/08/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	POSITIVE PSYCHOLOGY AS A TOOL FOR ADDRESSING COVID-19 RELATED MENTAL HAZARDS	14/08/2020	14/08/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	UTILIZING TECHNOLOGY IN THE DELIVERY OF VIRTUAL GUIDANCE AND COUNSELING S	12/08/2020	12/08/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	MAINTANING POSITIVITY AMIDST COVID-19	15/06/2020	15/06/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	DEALING WITH GAMING AND SOCIAL MEDIA	6/12/0202	6/12/0202	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	FACING GRIEF DURING THE PANDEMIC	11/06/2020	11/06/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	TELE AND WEB COUNSELING	09/06/2020	09/06/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	SCIENCE OF COVID-12:Coping Behavior	04/06/2020	04/06/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	LIVING THROUGH A TIME OF CRISIS: CHALLENGE AND RESOURCES	02/06/2020	02/06/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	RESILIENCE IN THE NEW NORMAL	28/05/2020	28/05/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	BLENDED HUGS:HELPING OTHER THROUGH PSYCHOLOGICAL FIRST AID	26/05/2020	26/05/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	FAMILY RITUALS	21/05/2020	21/05/2020	2	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC

(Continue on separate sheet if necessary)

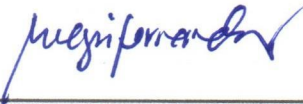


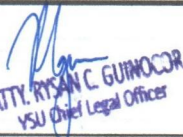
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	TIME MANAGEMENT SKILLS		NA		PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION INC
	PROFESSIONALISM				
	TEAM WORK				
	COMMUNICATION				
	PROFICIENT IN MICROSOFT OFFICE				
	CANVA EDITING				
	AUTOMATIC DRIVER				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 31, 2023
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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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>CINDY PAMA</td><td>SIR DAVAO CITY</td><td>0995-994-8482</td></tr><tr><td>JONATHAN FERRER</td><td>BRGY. NEW PANDAN, PANABO CITY</td><td>0946-242-6591</td></tr><tr><td>JOHN FLOYD DUMAPIAS</td><td>LANDMARK, DAVAO CITY</td><td>0927-025-3316</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	CINDY PAMA	SIR DAVAO CITY	0995-994-8482	JONATHAN FERRER	BRGY. NEW PANDAN, PANABO CITY	0946-242-6591	JOHN FLOYD DUMAPIAS	LANDMARK, DAVAO CITY	0927-025-3316
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JOHN FLOYD DUMAPIAS	LANDMARK, DAVAO CITY	0927-025-3316											
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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC LICENSE</div> <div>ID/License/Passport No.: 0004154</div> <div>Date/Place of Issuance: 10-13-2025/ DAVAO CITY</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>JULY 31, 2023</div> <div>Date Accomplished</div>												
<div> FERNANDEZ, RUPHA GIN TUBATO PHOTO</div> <div> Right Thumbmark</div>													
SUBSCRIBED AND SWORN to before me this 10 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<div> ATTY. RYSAN C. GUINOCOR YSU Chief Legal Officer</div> <div>Person Administering Oath</div>													



## 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: March 28, 2023- July 18, 2023
- Position: Substitute Guidance Counselor for College
- Name of Office/Unit: Office of the Search and Growth Development
- Immediate Supervisor: Ms. Cindy Pama, Rpm
- Name of Agency/Organization and Location: Assumption College of Davao  
JP laurel St. Davao City, Philippines
  
- List of Accomplishments and Contributions (if any)  
**Conducted the following:**
  - Mental Health Seminars for College Students
  - Suicide Prevention Seminars for Teachers and Staff
  - Needs assessment evaluation.
  - Psychological Testing
  - Exit Interview for Fourth Year Students
  - Young Adult Sexuality Seminar for College Students
  
- Summary of Actual Duties
  - Conduct Counseling for students (Group and Individual)
  - Advise students about academic and personal decisions.
  - Conduct seminar and symposium for students
  - Facilitates both students and parents.
  - Refer students to outside services.
  - Provide individualized guidance and support.
  - Raise awareness for mental health
  - Support students need (academic, emotional, psychological, and personal)
  - Conduct admission interview for upcoming enrollees
  - Arrange orientation programs
  - Implement and facilitate educational and training workshops for students and staff

- Duration: October 1, 2022-Feb. 28, 2023
- Position: Guidance Counselor for Junior and Senior High School
- Name of Office/Unit: Office of Students Affairs and Services
- Immediate Supervisor: Ms. Ma. Eloiza Estrera, RGC
- Name of Agency/Organization and Location: Jose Maria College Inc.  
Sasa Highway, Catitipan , Davao City, Philippines

- List of Accomplishments and Contributions (if any)

**Conducted the following:**

- Homeroom guidance seminars
- Psychological Testing services
- Stress management seminars
- Mental health seminars
- Acted as National Achievement Test Facilitator

- Summary of Actual Duties

- Conduct counseling for students (Group and Individual)
- Advise students about academic and personal decisions
- Conduct seminar and symposium for Students
- Facilitate both students and Parents
- Refer students to outside services
- Provide individualized guidance and support
- Raise awareness
- Support students need (academic, emotional, psychological and personal )
- Promote mental health
- Arranging orientation programs
- Implement and facilitate educational and training workshops for students and staff



- Duration: August 1, 2019- September 1, 2022
- Position: Human Resource Associate
- Name of Office/Unit: Human Resource Department
- Immediate Supervisor: Mr. Jason Fabular
- Name of Agency/Organization and Location: SnD Foods International Inc.  
Phil-Japan Highway, Sasa Davao City, Philippines
  
- List of Accomplishments and Contributions (if any)
  - Hiring and Recruitment
  - Training and on boarding of new employees
  - Administering employee benefits
  
- Summary of Actual Duties
  - Responsible in organizing new employee orientation schedules of new hire.
  - Responsible for maintaining accurate and up-to-date human resource files, records, and documentation- maintained confidentiality.
  - Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring process, etc;
  - refers more complex questions to appropriate senior-level HR staff and management.
  - Assist in the counseling of employees for improve work performance.
  - Assist in the advocacy for mental health awareness.
  - Responsible in documentation of disciplinary action step by step
  - Responded to inquiries by answering phone calls, in-person questions and email.

  
RUPHA GINT. FERNANDEZ

(Signature over Printed Name  
of Employee/Applicant)

Date: 07/31/2023