

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	CERNA		
FIRST NAME	DENNIS JOEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LORETO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/19/95	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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	1318 GUNGAB House/Block/Lot No. Street N/A POBLACION Subdivision/Village Barangay ALBUERA Leyte City/Municipality Province 6542
7. HEIGHT (m)	1.62 m		
8. WEIGHT (kg)	72.5 kgs	ZIP CODE	
9. BLOOD TYPE	"O+"	18. PERMANENT ADDRESS	1318 GUNGAB House/Block/Lot No. Street N/A POBLACION Subdivision/Village Barangay ALBUERA Leyte City/Municipality Province 6542
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	19. TELEPHONE NO.	(053) 562-91-62
12. PHILHEALTH NO.	N/A	20. MOBILE NO.	+639085820197
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	dennis.cerna@vsu.edu.ph
14. TIN NO.	491-161-981		
15. AGENCY EMPLOYEE NO.			

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		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	CERNA		N/A	12/ 16/ 1954
FIRST NAME	DEMETRIO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	ANDRECIO	JR	N/A	N/A
25. MOTHER'S MAIDEN NAME	LORETO		N/A	03/ 06/ 1960
SURNAME	CERNA		N/A	N/A
FIRST NAME	BELINDA		N/A	N/A
MIDDLE NAME	MIRO		(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	Albuera North Central School	Primary Education	2001	2007	N/A	2007	With Honors
SECONDARY	Damulaan National High School	High School	2007	2011	N/A	2011	Class Valedictorian
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Secondary Education, Major in MAPEH	2011	2016	N/A	2016	N/A
GRADUATE STUDIES	Visayas State University	Masters in Education Major in PE	2017	Present	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07 / 30 / 2020
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

07/30/2020

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		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

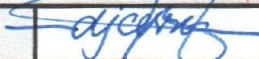
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Athletics Officiating Training	5/10/2016	7/10/2016	27	Managerial	Naval State University
	National Training - workshop/ conference for 2017 PASUC Culture and the Arts Festival Competitions	08/16/17	08/19/17	15	Technical	Philippine Association of State Universities and Colleges
	38th National Folk Dance Workshop	5/21/2018	5/25/2018	60	Technical	National Folk Dance Society
	Visayas-Mindanao Conference on PATH-FIT Tertiary Physical Education: Methods and Outcomes	11/3/2019	11/4/2019	16	Technical	University of San Carlos
						N/A
						N/A
						N/A
						N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(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)
	Dance Choreographer (Dance Teacher)		N/A		N/A
	Coaching Sports (Table Tennis, Dancesports)		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/30/2020
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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 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); 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)		
NAME	ADDRESS	TEL. NO.
Dr. Aleli A. Villocino	VSU, Visca, Baybay City, Leyte	9173040879
Mary Jean M. Sapan	VSU, Visca, Baybay City, Leyte	9423679323



PHOTO

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- 1531261
ID/License/Passport No.:
Date/Place of Issuance: Tacloban City, March 2017

Signature (Sign inside the box)
07/30/2020
Date Accomplished



Right Thumbmark


SUBSCRIBED AND SWORN to before me this <u>12 AUG 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATY. RYSA C. GUINOCOR VSU LEGAL OFFICER 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: August 1, 2016- present
- Position: Instructor 1
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of Education, Visayas State University
- List of Accomplishments and Contributions (if any)
 - Coach, VSU Dancesports Team (Modern Standard Discipline) 2019
 - Director, Ginoong Malakas and Binibining Maganda 2019
 - Stage Manager, VSU Night 2019
 - Director, Ginoong Malakas and Binibining Maganda 2018
 - Coach, Mister VSU-PASUC 2018
 - Dance Choreographer, Mister and Miss VSU 2019
 - Stage Manager, VSU Night 2018
 - Coordinator, Dance Category, VSU Culture and Arts Festival
 - Director, Mr and Ms. PASUC VSU 2018
 - VSU Dancesports Team Coach
 - Head, Dance Section, Culture and the Arts Center, VSU
 - Director, Mr and Ms Intramurals 2017
 - Coach, Mr and Ms PASUC-VSU 2017
 - Chief Choreographer, Mr and Ms SCUAA 8 2017
 - Director, VSU Night 2017
- Summary of Actual Duties
 - Had been able to teach PEHM 7, Service Physical Education Subjects and MAPEH Major Subjects (Dance), provides in the assistance and management of programs and activities spearheaded by the Institute of Human Kinetics and performs other related functions.
 - One of the proponents of the implementation of the Bachelor of Culture and Arts Education in the Visayas State University


DENNIS JOEL L. CERNA
(Signature over Printed Name
of Employee/Applicant)

Date: **JULY 30, 2020**