

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.

I. PERSONAL INFORMATION

2. SURNAME	PEÑALOSA		
FIRST NAME	BERT		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	CUTOB		
3. DATE OF BIRTH (mm/dd/yyyy)	1/30/1985	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: Philippines
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship,	
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	ZONE 1 House/Block/Lot No. Street BRGY. CARIDAD Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
7. HEIGHT (m)	5'5	ZIP CODE	6521
8. WEIGHT (kg)	69		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	ZONE 1 House/Block/Lot No. Street BRGY. CARIDAD Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
10. GSIS ID NO.	2005157518	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-1753-9089		
12. PHILHEALTH NO.	13-050056883-7		
13. SSS NO.	06-2540054-8	19. TELEPHONE NO.	N/A
14. TIN NO.	451-257-061	20. MOBILE NO.	0926-6481-984
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	Bertpenalosa.2013@yahoo.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		N/A	
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PEÑALOSA			
FIRST NAME	BENITO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MONTALBAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	CUTOB			
FIRST NAME	PACITA			
MIDDLE NAME	NABUTAS		(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	CARIDAD ELEM. SCHOOL	ELEMENTARY	June 1991	Mar 1997	GRADUATED	1997	WITH HONORS
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	HIGH SCHOOL	June 1997	Mar 2003	GRADUATED	2003	N/A
VOCATIONAL / TRADE COURSE	TESDA	BUILDING WIRING INSTALLATION (BWI)	Jul 2003	Nov 2003	GRADUATED	2003	N/A
	SAINT MICHAEL COLLEGE	CERTIFICATE IN PROSSIONAL EDUCATION	June 2018	Oct 2018	GRADUATED	2018	N/A
COLLEGE	WESTERN LEYTE COLLEGE	BS. BUSINESS ADMINISTRATION	June 2009	Mar 2013	GRADUATED	2013	ACADEMIC SCHOLARS
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY ( MAIN CAMPUS )	MASTER IN PUBLIC ADMINISTRATION	June 2015	Nov 2016	GRADUATED	2016	

SIGNATURE		DATE	2/04/2020	CS FORM 212 (Revised 2017), Page 1 of 4
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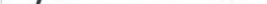


27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	INSURANCE ADVISER		7/25/2017	ORMOC CITY, LEYTE	344400	8/25/2018

V. WORK EXPERIENCE	
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*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

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# 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		
	NONE				

(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			
	Participant on Regional Business Summit	Nov. 28, 2019	Nov. 29, 2019	16hrs	Technical	PCDEB
	Participant on Regional Forum on Economic and Financial Literacy	Nov. 12, 2019	Nov. 12, 2019	8hrs	Technical	NEDA-8
	Training and Seminar on Socio-Economic Research in Agriculture, Aquatic and Natural Resources	Oct. 4, 2019	Oct. 4, 2019	8hrs	Technical	PCARD-SERDAC
	Workshop Facilitator on Financial Management Seminar	Sept 17, 2019	Sept 18, 2019	8 hrs	Technical	VSU-ISRDS
	Resource Person on Job Seeking Seminar	June 11, 2019	June 11, 2019	2 hrs	Technical	VSU-DBM
	Resource Person on Simple Bookkeeping and Entrepreneurial Ventures through Women's Association seminar	11/21/2018	11/21/2018	8hrs	Technical	VSU-DFST
	Resource Person on Sustainable Livelihood through Women's Organization seminar	10/31/2018	10/31/2018	8hrs	Technical	VSU-DFST
	Training on Socio-Economic Research Methods Using R Studio	9/7/2018	9/7/2018	8hrs	Technical	VSU-VISERDAC
	Gender Sensivity Training	9/4/2018	9/4/2018	8hrs	Technical	VSU-ISRDS
	Forum on Social Capital as a Determinant of Civic Engagement	July 27, 2018	July 27, 2018	4 hrs	Technical	VSU-ISRDS
	Case Teaching Workshop	June 22, 2017	6/23/2017	16 hrs	Technical	VSU-DBM Dept.
	Marketing Management	Mar 2017	Mar 2017	5 hrs	Technical	VSU-DBM Dept.
	The Concoction of Knowledge Avenue	April 2016	Nov 2016	8 mos	Technical	CTU
	Bronze Seminar Suzuki Philippines	Mar 2016	Mar 2016	48hrs	Technical	Suzuki Philippines
	Breaking the Paradigm Seminar	Apr 2016	Apr 2016	8 hrs	Technical	CTU
	6 point Walk Around Sales and Marketing Seminar	Mar 2015	Mar 2015	48 hrs	Technical	Suzuki Philippines
	Rural and Urban Development Seminar	May 2016	May 2016	8 hrs	Technical	CTU
	Strategic Human Resource Management Training	Mar 2013	Mar 2013	8hrs	Technical	WLC
	Recruitment and Selection Seminar	Feb 2013	Feb 2013	8 hrs	Technical	WLC
	Building Wiring Installation Training	July 2005	Nov 2005	6 mos	Technical	TESDA

(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)
	Sales and Field Marketing		Top Sales Executive 2015-2016		NONE
	Chess enthusiast		The Great Gatsby as the Guest Speaker ( WLC Org. Acitivities )		
			JHRM Society as Organization President		
			College Supreme Student Council Senator		
			Chess Varsity		

(Continue on separate sheet if necessary)

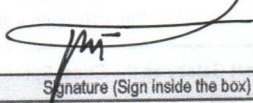

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DATE

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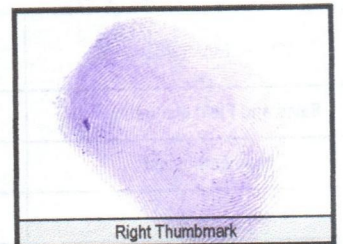
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, 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: _____ Resigned for greener pasture												
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)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Edgardo E. Tullin</td><td>VSU</td><td></td></tr><tr><td>Dr. John Henry Caballero</td><td>CTU</td><td></td></tr><tr><td>Dr. Henry Nicolas Fajardo</td><td>CTU</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Edgardo E. Tullin	VSU		Dr. John Henry Caballero	CTU		Dr. Henry Nicolas Fajardo	CTU	
NAME	ADDRESS	TEL. NO.											
Dr. Edgardo E. Tullin	VSU												
Dr. John Henry Caballero	CTU												
Dr. Henry Nicolas Fajardo	CTU												
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: LTO Driver's License</div> <div>ID/License/Passport No.: H0314001308</div> <div>Date/Place of Issuance: Jan 4, 2017. BAYBAY CITY, LEYTE</div>	<div> Signature (Sign inside the box) 02-04-2020 Date Accomplished</div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div> Person Administering Oath</div>													



BERT C. PENALOSA  
PHOTO





## WORK EXPERIENCE SHEET

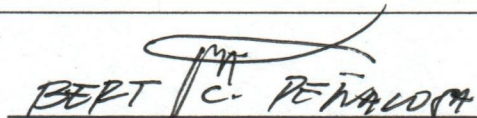
**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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

**Sample: If applying to Supervising Administrative Officer**

- Duration: February 4, 2017 – present
- Position: Instructor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Nilda T. Amestoso
- Name of Agency/Organization and Location: Visayas State University Visca Baybay City Leyte
- List of Accomplishments and Contributions (if any)
  - Conduct Instruction, Research and Extension
  - Revised Instructional materials supplementary to agribusiness program
- Summary of Actual Duties
  - Deliver service for instruction, research and extension of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 3, 2017 – February 4, 2017
- Position: Instructor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Nilda T. Amestoso
- Name of Agency/Organization and Location: Visayas State University Visca Baybay City Leyte
- List of Accomplishments and Contributions (if any)
  - Conduct Instruction, Research and Extension
- Summary of Actual Duties
  - Deliver service for instruction, research and extension of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

  
BERT C. PENALOZA  
(Signature over Printed Name  
of Employee/Applicant)

Date: 2-6-2020