

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 () () use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION


2. SURNAME	VALENZONA		
FIRST NAME	RANDY		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	SANCHEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	09/15/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Purok 5
		House/Block/Lot No.	Street
			Gabas
		Subdivision/Village	Barangay
		Baybay City	Leyte
		City/Municipality	Province
7. HEIGHT (m)	1.80 m	ZIP CODE	6521
8. WEIGHT (kg)	85 kg		
9. BLOOD TYPE	"O+"	18. PERMANENT ADDRESS	Purok 5
10. GSIS ID NO.	NONE	House/Block/Lot No.	Street
11. PAG-IBIG ID NO.	121201362540		Gabas
12. PHILHEALTH NO.	13-000103582-8	Subdivision/Village	Barangay
		Baybay City	Leyte
		City/Municipality	Province
13. SSS NO.	0623227040	ZIP CODE	6521
14. TIN NO.	932-302-818-000	19. TELEPHONE NO.	NONE
15. AGENCY EMPLOYEE NO.	NONE	20. MOBILE NO.	09066219711
		21. E-MAIL ADDRESS (if any)	randyvalenzona15@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROCHELLE	NAME EXTENSION (JR., SR) N/A	JOHN FRANK P. VALENZONA	04/23/2003
MIDDLE NAME	POLIQUIT		JAMES FRANCIS P. VALENZONA	03/17/2009
OCCUPATION	TEACHER			
EMPLOYER/BUSINESS NAME	DEPED BAYBAY CITY DIVISION			
BUSINESS ADDRESS	GABAS INTEGRATED SCHOOL			
TELEPHONE NO.	09051169664			
24. FATHER'S SURNAME	VALENZONA			
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MILLEZA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SANCHEZ			
FIRST NAME	CLARA			
MIDDLE NAME	LATRAS			

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	Gabas Elementary School	Elementary Diploma	1988	1994	GRADUATED	1994	N/A
SECONDARY	Baybay National High School	High School Diploma	1994	1998	GRADUATED	1998	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Leyte State University (VSU Main Campus)	Bachelor of Science in Agribusiness	1998	2001	3rd year	N/A	N/A
GRADUATE STUDIES	NONE						

SIGNATURE		DATE	JUNE 8, 2020
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(Continue on separate sheet if necessary)

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

(Continue on separate sheet if necessary)

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JUNE 8, 2020

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: July 1, 2004 – present
- Position: Admin. Aide III
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Erlinda S. Esguerra
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Sort out vouchers; submit vouchers and other pertinent papers to VSU COA, do other utility task in the office.

Attachment to CS Form No. 212


RANDY S. VALENZONA

(Signature over Printed Name
of Employee/Applicant)

Date: **JUNE 8, 2020**