

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	VILLAFUERTE		
FIRST NAME	JENELYN	N/A	
MIDDLE NAME	SOSMEÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/15/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	HILUSIG, MAHAPLAG LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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	
7. HEIGHT (m)	1.5	ZIP CODE	BRGY. PATAG BAYBAY CITY, LEYTE
8. WEIGHT (kg)	46		6521
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	
10. GSIS ID NO.	2005462244	ZIP CODE	BRGY. MALIGAYA MAHAPLAG LEYTE
11. PAG-IBIG ID NO.	N/A		6512
12. PHILHEALTH NO.	13-025514505-4	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	0997-839-5709
14. TIN NO.	350-970-549	21. E-MAIL ADDRESS (if any)	villafuertejenelyn16@gmail.com
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		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	VILLAFUERTE			
FIRST NAME	JUDY	N/A		
MIDDLE NAME	COMALING			
25. MOTHER'S MAIDEN NAME				
SURNAME	SOSMEÑA			
FIRST NAME	CESARIA			
MIDDLE NAME	BASILISCO			

(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	HILUSIG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008		2008	NA
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014		2014	VALEDICTORIAN
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION major in MATHEMATICS	2014	2018		2018	CUM LAUDE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)


SIGNATURE		DATE	JANUARY 3, 2019
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	JANUARY 3, 2019
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JANUARY 3, 2019

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-VERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
COOKING	N/A	N/A
GARDENING		
HAND CRAFTING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 3, 2019
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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.
IRISH S. COCO	VISAYAS STATE UNIVERSITY	99362912476

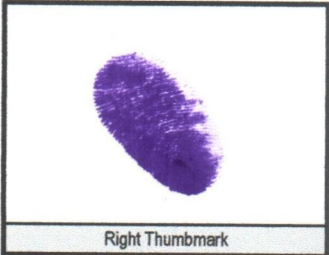
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: TIN
ID/License/Passport No.: 350-970-549
Date/Place of Issuance: 10/12/18

Signature (Sign inside the box)
JANUARY 3, 2019
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 01 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCO
VSU LEGAL OFFICER
Person Administering Oath

WORK EXPERIENCE SHEET	
<p>Instructions: 1. Include only the work experiences relevant to the position being applied to.</p> <p>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.</p>	
<ul style="list-style-type: none"> • Duration: August 1, 2018 – Present • Position: Substitute Instructor I • Name of Office/Unit: Department of Mathematics and Physics • Immediate Supervisor: Climaco D. Espina Jr. • Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte 	
<ul style="list-style-type: none"> ▪ List of Accomplishments and Contributions (if any) ▪ Summary of Actual Duties 	
<ul style="list-style-type: none"> • Teaches assigned subjects and performs other teaching related functions, among others, the following: <ul style="list-style-type: none"> a. Prepares and revises teaching materials/guides and submit to department head. b. Prepares and gives examinations (mid/final/long/quizzes). c. Checks test papers and returns to students one week after examination. d. Submits grade sheets within prescribed period to the Registrar through the department. e. Turns over class records to College Dean within two weeks after final examination. f. Makes herself available for consultation by his/her students during scheduled consultation hours. g. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions. 	


JENELYN S. VILLAFUERTE
 (Signature over Printed Name of
 Employment/Applicant)

Date: January 31, 2019