

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	Valenzona														
FIRST NAME	Jenelyn	NAME EXTENSION (JR., SR) N/A													
MIDDLE NAME	Villafuerte														
3. DATE OF BIRTH (mm/dd/yyyy)	11/15/1995	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines												
4. PLACE OF BIRTH	Hilusig, Mahaplag, Leyte	If holder of dual citizenship, please indicate the details.													
5. SEX	☐ Male ☒ Female														
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td></td><td>Bunga</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>BAYBAY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr><tr><td colspan="2">ZIP CODE 6521</td></tr></table>	House/Block/Lot No.	Street		Bunga	Subdivision/Village	Barangay	BAYBAY	LEYTE	City/Municipality	Province	ZIP CODE 6521	
House/Block/Lot No.	Street														
	Bunga														
Subdivision/Village	Barangay														
BAYBAY	LEYTE														
City/Municipality	Province														
ZIP CODE 6521															
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td></td><td>Maligaya</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>MAHAPLAG</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr><tr><td colspan="2">ZIP CODE 6512</td></tr></table>	House/Block/Lot No.	Street		Maligaya	Subdivision/Village	Barangay	MAHAPLAG	LEYTE	City/Municipality	Province	ZIP CODE 6512	
House/Block/Lot No.	Street														
	Maligaya														
Subdivision/Village	Barangay														
MAHAPLAG	LEYTE														
City/Municipality	Province														
ZIP CODE 6512															
8. WEIGHT (kg)	50.00														
9. BLOOD TYPE	A+														
10. GSIS ID NO.	021199669571														
11. PAG-IBIG ID NO.	121237192598														
12. PHILHEALTH NO.	130255145054														
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A												
14. TIN NO.	350970549	20. MOBILE NO.	997-839-5709												
15. AGENCY EMPLOYEE NO.	V01096	21. E-MAIL ADDRESS (if any)	jenelyn.valenzona@vsu.edu.ph												

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	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	Villafuerte			
FIRST NAME	Judy	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Comaling			
25. MOTHER'S MAIDEN NAME	Cesaria Basilisco Sosmeña			
SURNAME	Villafuerte			
FIRST NAME	Cesaria			
MIDDLE NAME	Sosmeña		(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	N/A						
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Secondary Education	2014	2018		2018	Cum Laude
GRADUATE STUDIES	Leyte Normal University	Master of Education in Mathematics	2019				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/2024
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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)?		☐YES☒NO ☐YES☒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?		☐YES☒NO If YES, give details: ☐YES☒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?		☐YES☒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?		☐YES☒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?		☐YES☒NO If YES, give details: ☐YES☒NO If YES, give details:												
39. Have you acquired the status of an immigrant or permanent resident of another country?		☐YES☒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?		☐YES☒NO If YES, please specify: ☐YES☒NO If YES, please specify ID No ☐YES☒NO If YES, please specify ID No												
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></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 02/10/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														