

CS Form No. 212  
Revised 2017

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	ALBA						
FIRST NAME	DOREEN					NAME EXTENSION (JR., SR)	
MIDDLE NAME	BARTOLINI						
3. DATE OF BIRTH (mm/dd/yyyy)	08/10/1985	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.		<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, LEYTE						
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  ZIP CODE	Zone-6			
7. HEIGHT (m)	1.52 m.			House/Block/Lot No. Street			
8. WEIGHT (kg)	60 kgs.			Brgy. Guadalupe			
9. BLOOD TYPE	"AB"			Subdivision/Village Barangay			
10. GSIS ID NO.	021-1694-1448-4		18. PERMANENT ADDRESS  ZIP CODE	Baybay City Leyte			
11. PAG-IBIG ID NO.	1211-9046-9064			City/Municipality Province			
12. PHILHEALTH NO.	1302-5154-6453			6521-A			
13. SSS NO.	N/A			19. TELEPHONE NO. (053) 563-0037			
14. TIN NO.	466-625-525-000		20. MOBILE NO.		09058251180 / 09283664408		
15. AGENCY EMPLOYEE NO.	V00947		21. E-MAIL ADDRESS (if any)		doreen.alba@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)		
	MIDDLE NAME	N/A		
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALBA			
	FIRST NAME	ARTURO SR.		
	MIDDLE NAME	ESGUERRA		
25. MOTHER'S MAIDEN NAME				
	SURNAME	BARTOLINI		
	FIRST NAME	HERMINIA		
	MIDDLE NAME	PABROQUEZ		
(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	GUADALUPE ELEM. SCHOOL	PRIMARY	1992	1998	N/A	1998	3rd Honorable Mention
	SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	N/A	2002	N/A
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BS IN HOTEL, RESTAURANT & TOURISM MANAGEMENT	2002	2009	N/A	2009	N/A
	GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management - Business Management (38 units)	2019	2021	N/A	cont.	N/A
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	July 7, 2023		CS FORM 212 (Revised 2017), Page 1 of 4	

IV. CIVIL SERVICE ELIGIBILITY						
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
	CAREER SERVICE PROFESSIONAL ELIGIBILITY	80.04	17/03/2019	Ormoc City		
	CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	80.32	06/04/2014	Tacloban City		

## V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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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		
	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			
	Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government	6/28/23	6/30/23	24.0	MANAGERIAL/ SUPERVISORY	Government Financial Management Innovators Circle (GFMIC), Inc. Rizal Technological University (RTU)
	Personality Development and Developing Customer Satisfaction	6/13/23	6/16/23	32.0	MANAGERIAL/ SUPERVISORY	Personnel Officers Association of the Philippines, Inc. (POAP), A&A Plaza Hotel, Puerto Princesa, Palawan
	ISO 9001:2015 Awareness/Re-awareness Webinar	8/30/22	8/31/22	16.0	MANAGERIAL/ SUPERVISORY	VSU-Main (QAC)
	Hands-Only Cardiopulmonary Resuscitation	7/21/22	7/22/22	8.0	TECHNICAL	VSU-Main & DOH
	PHILGEPS ONLINE TRAINING	5/30/22	5/31/22	16.0	TECHNICAL	E-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	HIV/AIDS Peer Educators Training	1/19/22	1/21/22	24.0	Technical	VSU-Main (GAD & VSU Hospital)
	ISO 9001:2015 Awareness/Re-awareness Webinar	9/13/21	9/13/21	8.0	MANAGERIAL/ SUPERVISORY	VSU-Main (QAC)
	Workshop on Lisiting and Categorization of items for the PPMP	8/20/20	8/20/20	8.0	MANAGERIAL/ SUPERVISORY	VSU-Main - OVPPRGAS
	Culture and the Arts (CAC) Strategic Planning Workshop	10/24/19	10/24/19	8.0	MANAGERIAL/ SUPERVISORY	VSU-Culture and the Arts Center
	INTRODUCTION TO CYBERSECURITY	9/2/19	9/3/19	16.0	TECHNICAL	DEPT. OF INFO AND COM. TECH. (DICT)
	SEMINAR ON THE REVISED IMPLEMENTING RULE AND REGULATION (IRR) OF R.A. 9184	20/03/2019	22/03/2019	24.0	MANAGERIAL/ SUPERVISORY	GPPB-TSO/VSU-MAIN
	Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUC's	05/03/2019	07/03/2019	24.0	TECHNICAL	PASUC-Phil. Association of State Universities and Colleges
	PROPERTY AND SUPPLY MANAGEMENT SYSTEM	04/09/2018	07/09/2018	32.0	MANAGERIAL/ SUPERVISORY	COA-RO8
	TARGET SETTING WORKSHOP	20/08/2018	21/08/2018	16.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	30/07/2018	31/07/2018	16.0	TECHNICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL 2017	29/11/2017	01/12/2017	24.0	TECHNICAL	NORSU-DUMAGUETE CITY
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL COMPETITION 2017	26/10/2017	27/10/2017	16.0	TECHNICAL	CAC-VSU MAIN
	PROJECT PROCUREMENT MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN	14/11/2017	17/11/2017	32.0	MANAGERIAL/ SUPERVISORY	SCC TRAINING CENTER/SOFIA CENTER FOR CONTINUING EDUCATION
	ORIENTATION ON POLICIES OF PROBATIONARY STATUS AMONG NEW PERMANENT EMPLOYEES	25/09/2017	25/09/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	INDUCTION/ORIENTATION PROGRAM OF NEWLY HIRED FACULTY & STAFF IN TO THE VSU SYSTEM	04/09/2017	04/09/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	25/05/2017	26/05/2017	16.0	TECHNICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	FULL-LENGTH TRAINING ON GOVERNMENT PROCUREMENT REFORM ACT AND ITS REVISED IRR	03/05/2017	05/05/2017	24.0	MANAGERIAL/ SUPERVISORY	GPPB-DBM RO 8
	PROCUREMENT PLANNING WORKSHOP	15/09/2016	15/09/2016	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	PLANNING-WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENT RELATIVE TO PROCUREMENT	27/05/2015	27/05/2015	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	WORKPLACE LITERACY/NUMERACY ASSESSMENT RESULTS & TRAINING RECOMMENDATIONS	20/03/2012	20/03/2012	4.0	MANAGERIAL/ SUPERVISORY	CENTRE FOR EMPLOYABILITY SKILLS / GIORDANO (SINGAPORE)

(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)
	SINGING		N/A		LSU-Administrative Personnel Association (AdPA) - MEMBER
	DANCING				CULTURE AND ARTS CENTER (CAC)- PROPERTY CUSTODIAN
	DRIVING (2 & 4 WHEELS)				HOME ECONOMIST'S SOCIETY (HES)- MEMBER
	COMPUTER LITERATE				SOCIETY OF HOSPITABLE INDIVIDUALS FOR TRAVEL AND TOURISM (SHOTS)-MEMBER
	TAKING PHOTOS				GAMMA SIGMA CONFRATERNITY (VSU MAGENTA CHAPTER) - MEMBER

(Continue on separate sheet if necessary)

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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: <hr/>													
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: <hr/> <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: <hr/>													
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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: FINISHED CONTRACT (GIORDANO ORIGINALS PTE. LTD.)													
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)														
<b>NAME</b>	<b>ADDRESS</b>	<b>TEL. NO.</b>												
<b>IVY ANN F. MOJADO</b>	<b>5TH DEO-DPWH, BAYBAY CITY, LEYTE</b>	<b>09176285108</b>												
<b>ALICIA M. FLORES</b>	<b>SPPMO, VISCA, BAYBAY CITY, LEYTE</b>	<b>09176341430</b>												
<b>LOURDES B. CANO</b>	<b>BRGY. SAN ISIDRO, BAYBAY CITY, LEYTE</b>	<b>09176341502</b>												
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.														
<b>Government Issued ID</b> (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Government Issued ID:</td> <td style="text-align: center;"><b>GSIS</b></td> </tr> <tr> <td>ID/License/Passport No.:</td> <td style="text-align: center;"><b>021-1694-1448-4</b></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td style="text-align: center;"><b>GSIS-MAASIN CITY</b></td> </tr> </table>	Government Issued ID:	<b>GSIS</b>	ID/License/Passport No.:	<b>021-1694-1448-4</b>	Date/Place of Issuance:	<b>GSIS-MAASIN CITY</b>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signature (Sign inside the box)</td> <td style="width: 40%;"></td> </tr> <tr> <td style="text-align: center;"><b>July 7, 2023</b></td> <td></td> </tr> <tr> <td>Date Accomplished</td> <td></td> </tr> </table>	Signature (Sign inside the box)		<b>July 7, 2023</b>		Date Accomplished		 <b>DOREEN B. ALBA</b> PHOTO
Government Issued ID:	<b>GSIS</b>													
ID/License/Passport No.:	<b>021-1694-1448-4</b>													
Date/Place of Issuance:	<b>GSIS-MAASIN CITY</b>													
Signature (Sign inside the box)														
<b>July 7, 2023</b>														
Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Person Administering Oath</td> </tr> </table>				Person Administering Oath										
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