

CS Form No. 212  
Revised 2017

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  
FIRST NAME  
MIDDLE NAME

GONZAGA  
SHEILA MARIE

NAME EXTENSION (JR., SR)

3. DATE OF BIRTH  
(mm/dd/yyyy)

November 4, 1995

16. CITIZENSHIP

☒ Filipino ☐ Dual Citizenship

☒ by birth ☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

MINGLANILLA CEBU CITY

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male ☒ Female

6. CIVIL STATUS

☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:

7. HEIGHT (m)

152.4

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Subdivision/Village

BAYBAY

City/Municipality

Zone 1

Street

PATAG

Barangay

LEYTE

Province

ZIP CODE

6521

8. WEIGHT (kg)

53kg

9. BLOOD TYPE

A+

18. PERMANENT ADDRESS

House/Block/Lot No.

Subdivision/Village

BAYBAY

City/Municipality

Zone 1

Street

PATAG

Barangay

LEYTE

Province

ZIP CODE

6521

10. GSIS ID NO.

N/A

19. TELEPHONE NO.

11. PAG-IBIG ID NO.

20. MOBILE NO.

09380380782

12. PHILHEALTH NO.

13-025618802-4

21. E-MAIL ADDRESS (if any)

esemaqaznoq04@gmail.com

13. SSS NO.

06-4717716-3

14. TIN NO.

723-333-749-0000

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
FIRST NAME  
MIDDLE NAME  
OCCUPATION  
EMPLOYER/BUSINESS NAME  
BUSINESS ADDRESS  
TELEPHONE NO.

N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

24. FATHER'S SURNAME  
FIRST NAME  
MIDDLE NAME

N/A  
N/A  
N/A

25. MOTHER'S MAIDEN NAME

SURNAME  
FIRST NAME  
MIDDLE NAME

GONZAGA  
MA.TERESA  
JURISINA

(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

FromTo

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

PATAG ELEMENTARY SCHOOL

PRIMARY EDUCATION

20022008

N/A

2008

WITH HONOR

SECONDARY

VSU-LHS

HIGHSCHOOL

20082012

N/A

2012

N/A

VOCATIONAL /  
TRADE COURSE

N/A

NA

NA

NA

20132017

N/A

2017

N/A

COLLEGE

STO.NÑO COLLEGE ORMOC

Bachelor of Science in Criminology

20132017

N/A

2017

N/A

GRADUATE STUDIES

N/A

NA

N/AN/A

N/AN/A

N/AN/A

SIGNATURE

DATE

8/15/25


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
	<b>DRIVER LICENSE</b>		<b>4/11/2018</b>	<b>BAYBAY CITY</b>	<b>H12-17-001875 4/11/2031</b>
	<b>PRC (CRIMINOLOGIST)</b>	<b>75.5</b>	<b>1/2/2018</b>	<b>TACLOBAN CITY</b>	<b>0153940 4/11/2025</b>
	<b>SK CHAIRPERSON</b>		<b>05/30/2018</b>	<b>BAYBAY CITY</b>	<b>5/30/2018 11/30/2023</b>

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


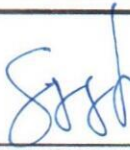

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(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 13, 2024



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			
	KABATAAN KONTRA DROGA AT TERRORISMO (KK2DAT)	3/10/2020	11/30/2023	N/A	TREASURER	
(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			
	SEMINAR WORKSHOP ON BARANGAY DEVELOPMENT PLANNING	10/23/2018	10/25/2018	24.0		VISAYAS STATE UNIVERSITY
	YOUTH SUMMIT	11/15/19	11/15/19	8.0		NATIONAL POLICE COMMISSION, PNP-LEYTE POLICE PROVINCIAL OFFICE
	Kabataan Kontra Droga at Terrorismo KKDAT	4/13/2019	4/13/2019	8.0		PNP BAYBAY
	PROTOCOLS IN INTELLIGENCE AND INVESTAGATION	9/12/2020	9/12/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	UNDERCOVER OPERATION AND BACKGROUND INVESTIGATION	9/19/2020	9/20/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIMINAL LAW AND JURISPRUDENCE	9/26/2020	9/27/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIMINAL INVESTIGATION AND DETECTION COURSE CLASS NO.12-2020	9/12/2020	11/28/2020	360.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	REVISED RULES ON CRIMINAL PROCEDURE AND EVIDENCE	10/3/2020	10/4/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIME SCENE INVESTIGATION AND EVIDENCE PRESERVATION	10/17/2020	10/18/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	INTRODUCTION TO FRAUD AND MODUS OPERANDI OF CRIMINAL GANGS	10/24/2020	10/25/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	TERRORISM AND ORGANIZED CRIME INVESTAGATION	11/17/2020	11/18/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	COGNITIVE INTERVIEWING TECHNIQUE	11/14/2020	11/15/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	15th Batch of the PNP Initiated Recovery and Wellness Program for the Persons who used drugs	5/18/21	5/18/21	8.0		PNP Baybay
	Regional Youth Leaders for Peace Summit	12/12/2021	12/15/2021	36.0		YOUTH of Region 8
	ONLINE TRAINING ON THE HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SK	11/25/2021	3/12/2021	48.0		COMMISSION ON AUDIT REGIONAL OFFICE
	ASEAN YOUTH CLIMATE ACTION AND DISASTER RESILIENCE	10/24/22	10/26/22	24.0		LGU BAYBAY
	SEMINAR & WORKSHOP ON FULL DISCLOSURE AND TRANSITION CONVERGENCE CUM FORMULATION OF THE LOCAL YOUTH DEVELOPMENT PLAN AND COMPREGENSIVE BARANGAY YOUTH DEVELOPMENT PLAN AND ANCHORED IN THE REVISED IMPLEMENTING RULES AND REGULATION OF RA 10742	10/16/23	10/18/23	24.0		LGU BAYBAY
	MARITIME SECURITY AWARENESS TRAINING FOR PORT PERSONNEL WITH DESIGNATED SECURITY DUTIES	2/22/2024	2/22/2024	8.0		Philippine Port Authority
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTION IN VSU	3/13/25	3/13/25	8.0		VISAYAS STATE UNIVERSITY
	FORESTING PSYCHOLOGICAL SAFETY IN THE WORKPACE	4/30/2025	4/30/2025	8.0		VISAYAS STATE UNIVERSITY
	Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012, and Privacy Impact Assessment for Visayas State University Personnel	10/6/2025	10/6/2025	8.0		VISAYAS STATE UNIVERSITY
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	PROFICIENT IN MS OFFICE	N/A				
	GOOD INTERPERSONAL SKILLS					
	WATCHING MOVIES/COOKING SHOW					
	LISTENING TO MUSIC					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE 6/15/25		



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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
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>DR. MARK MICHAEL O. UNLU-CAY-FORMER SK FEDERATION PRESIDENT</td><td>Brgy. Bubon, Baybay City, Leyte</td><td>9684130270</td></tr><tr><td>Dr. CHERRY N. ROLA-DEPT.HEAD, DALL</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td>96030608852</td></tr><tr><td>Dr. MARIA VANESSA E. GABUNADA-DEAN,FHSS</td><td>Visca, Baybay City Leyte</td><td>9473941890</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	DR. MARK MICHAEL O. UNLU-CAY-FORMER SK FEDERATION PRESIDENT	Brgy. Bubon, Baybay City, Leyte	9684130270	Dr. CHERRY N. ROLA-DEPT.HEAD, DALL	Brgy. Guadalupe, Baybay City, Leyte	96030608852	Dr. MARIA VANESSA E. GABUNADA-DEAN,FHSS	Visca, Baybay City Leyte	9473941890
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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><div>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</div><div>PHOTO</div><div> Right Thumbmark</div></div>												
<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: PRC</div> <div>ID/License/Passport No.: 0153940</div> <div>Date/Place of Issuance: 02/01/2018</div>	<div> Signature (Sign inside the box)</div> <div>_____ Date Accomplished</div>													
SUBSCRIBED AND SWORN to before me this August 15, 2025, affiant exhibiting his/her validly issued government ID as indicated above.														
<div> ATTY. KAREN ABIGAIL S. MONTERON VSU Director, Legal Affairs and Services  Person Administering Oath</div>														