

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 ( ) 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	MERCADO				
FIRST NAME	SHERYL		NAME EXTENSION (JR., SR)		
MIDDLE NAME	MATOBATO				
3. DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 18, 1990	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	ALANGALANG, 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:				
7. HEIGHT (m)	1.55 m	17. RESIDENTIAL ADDRESS	N/A		
8. WEIGHT (kg)	54 kg		House/Block/Lot No.	Street	
9. BLOOD TYPE			BOBONON		
10. GSIS ID NO.			Subdivision/Village	Barangay	
11. PAG-IBIG ID NO.	121144004990	ZIP CODE	ALANGALANG	LEYTE	
12. PHILHEALTH NO.	13-201338841-9		City/Municipality	Province	
13. SSS NO.	06-3345019-5		6517		
14. TIN NO.	468-943-192				
15. AGENCY EMPLOYEE NO.		18. PERMANENT ADDRESS	House/Block/Lot No.	Street	
		ZIP CODE	BOBONON		
			Subdivision/Village	Barangay	
			ALANGALANG	LEYTE	
			City/Municipality	Province	
			6517		
		19. TELEPHONE NO.	N/A		
		20. MOBILE NO.	0927-878-2912		
		21. E-MAIL ADDRESS (if any)	shemercado1990@gmail.com		

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				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MERCADO			
FIRST NAME	MARITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARPON			
25. MOTHER'S MAIDEN NAME				
SURNAME	MATOBATO			
FIRST NAME	OFELIA			
MIDDLE NAME	CATINDOY		(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	MARIQUITA CINCO MEMORIAL SCHOOL & STA. FE CENTRAL SCHOOL	N/A	1997	2003	N/A	2003	ACHIEVER
SECONDARY	STA. FE NATIONAL HIGH SCHOOL	N/A	2003	2007	N/A	2007	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR IN SECONDARY EDUCATION - MAJOR IN BIOLOGICAL SCIENCES	2007	2011	N/A	2011	N/A
GRADUATE STUDIES	EASTERN VISAYAS STATE UNIVERSITY	MASTER OF ARTS IN EDUCATION - MAJOR IN ADVANCED SCIENCE EDUCATION	2017	2019	32 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 25, 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
	LICENSED PROFESSIONAL TEACHER	N/A	SEPTEMBER 30, 2018	TACLOBAN CITY	1878120	12/18/2023

**(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)

<b>SIGNATURE</b>		<b>DATE</b>	JANUARY 25, 2023	CS FORM 212 (Revised 2017), Page 2 of 4
------------------	---	-------------	------------------	---

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	N/A	N/A	N/A	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			
2022 HEI REGISTRARS AND RECORDS OFFICERS' CONVERGENCE IN REGION VIII	November 07, 2022				CHEDRO VIII
ONSITE TERMINAL MONITORING OF THE ONE-LNU (ONLINE NORMALISTA EDUCATION - LEYTE NORMAL UNIVERSITY) PROJECT	November 10, 2022				CHED CENTRAL OFFICE & LEYTE NORMAL UNIVERSITY
CONSULTATION AND INFORMATION SESSION WITH THE CENTER OF EXCELLENCE AND CENTER OF DEVELOPMENT EDUCATION INSTITUTIONS FOR THE "REVISED AND EXPANDED CONTINUING PROFESSIONAL EDUCATION (RECPE) GRANT CALL FOR APPLICATIONS 2019"	October 01 2019				CHED CENTRAL OFFICE
INFORMATION SESSION AND PROPOSAL WRITING WORKSHOP OF THE REVISED AND EXPANDED CONTINUING PROFESSIONAL EDUCATION (RECPE) GRANTS	October 01 2019				CHEDRO VIII
ORIENTATION OF THE CHED REGIONAL OFFICES (CHEDRO) ON THE IMPLEMENTATION OF THE GEMS AND THE STEP	October 25, 2019				CHEDRO VI
ISO UPDATES AND BUDGET AND TREASURY MANAGEMENT SYSTEM ORIENTATION	December 19, 2019				CHEDRO VIII
ISO PROCESSES AND DOCUMENTED INFORMATION	December 20, 2019				CHEDRO VIII
CONVERGENCE PLANNING: STRATEGY AND ACTION	December 13, 2018	December 14, 2018			CHEDRO VIII
INFORMATION, EDUCATION AND COMMUNICATION ADVOCACY FOR THE ELDERLY AND PERSONS WITH DISABILITY	December 10, 2018				CHEDRO VIII
AWARENESS SEMINAR ON GENDER-RELATED ISSUES AFFECTING STUDENTS IN HEIs	October 08, 2018				CHEDRO VIII
TRAINING WORKSHOP ON THE FUNCTIONALITY OF UNIFAST TERTIARY EDUCATION SUBSIDY (TES) PARTNERS' PORTAL DESIGNED FOR HIGHER EDUCATION INSTITUTIONS	September 25, 2018				CHEDRO VIII
REGIONAL ASSEMBLY AND CONSULTATION WITH DELIVERING AND SENDING HEIs UNDER THE SCHOLARSHIPS FOR GRADUATE STUDIES IN REGION VIII	July 13, 2018				CHEDRO VIII
PERSONALITY DEVELOPMENT SEMINAR "PERSONAL DEVELOPMENT AND PROFESSIONAL COMPETENCE WITH GENDER PERSPECTIVE"	May 18, 2018				CHEDRO VIII
NATIONWIDE INFORMATION CARAVAN FOR RA 10931	April 25, 2018				CHED CENTRAL OFFICE
2018 GEC SEMINAR-WORKSHOP ON IMPLEMENTING THE GENERAL EDUCATION CURRICULUM THROUGH OUTCOME-BASED EDUCATION	April 17, 2018				CHEDRO VIII & REX BOOKSTORE
GAD ORIENTATION: REVISITING CMO 1, s. 2015 "ESTABLISHING THE POLICIES AND GUIDELINES ON GAD IN THE COMMISSION ON HIGHER EDUCATION AND HIGHER EDUCATION INSTITUTIONS"	March 08, 2018				CHEDRO VIII
RESEARCH PRESENTATION IN SEMINAR IN PHYSICS DURING THE CURRICULUM AND INSTRUCTION IN THE K-12 PHYSICS CLASSROOM	March 04, 2018				EASTERN VISAYAS STATE UNIVERSITY - GRADUATE SCHOOL
FORUM ON CHED UPDATES	January 24, 2018				CHEDRO VIII & EASTERN VISAYAS ASSOCIATION OF HIGHER EDUCATION INSTITUTIONS (EVAHEI)
SIGNATURE			DATE	JANUARY 25, 2023	CS FORM 212 (Revised 2017) Page 3 of 4

VIII. OTHER INFORMATION		
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	N/A	N/A
DANCING		
(Continue on separate sheet if necessary)		
34.	Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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: _____</div> <div>Date Filed: _____</div> <div>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 type="checkbox"/> YES <input checked="" 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)	
NAME		ADDRESS
LEO D. CAMPOSANO Supervising Education Program Specialist, CHEDRO VIII		TACLOBAN CITY
MARCELO M. UY Chief Administrative Officer, CHEDRO VIII		TACLOBAN CITY
ENGR. SOCORRO Q. RAMOS Chief Education Program Specialist, CHEDRO VIII		TACLOBAN CITY
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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) ID Number and Date of Issuance</div> <div>Government Issued ID: TIN CARD</div> <div>ID/License/Passport No.: 468-943-192</div> <div>Date/Place of Issuance: AUG. 18, 2015 / TACLOBAN CITY</div>		<div><div>Signature (Sign inside the box)</div><div>JANUARY 25, 2023</div><div>Date Accomplished</div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div>Person Administering Oath</div>		