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	GODINEZ
FIRST NAME	DANICA
NAME EXTENSION (JR., SR)	
MIDDLE NAME	PRIMA
3. DATE OF BIRTH (mm/dd/yyyy)	01/03/1998
4. PLACE OF BIRTH	BACOLOD CITY, NEGROS OCCIDENTAL
5. SEX	☐ Male ☑ Female
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.61
8. WEIGHT (kg)	45
9. BLOOD TYPE	O
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121237117884
12. PHILHEALTH NO.	13-025457889-5
13. SSS NO.	N/A
14. TIN NO.	732-112-206
15. AGENCY EMPLOYEE NO.	N/A
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	House/Block/Lot No.: ZONE 6; Street: GUADALUPE; Subdivision/Village: BAYBAY CITY; Barangay: LEYTE; City/Municipality: Province
ZIP CODE	6521
18. PERMANENT ADDRESS	House/Block/Lot No.: PUROK SEASIDE; Street: BULAK-HINGATUNGAN; Subdivision/Village: SILAGO; Barangay: SOUTHERN LEYTE; City/Municipality: Province
ZIP CODE	6606
19. TELEPHONE NO.	053-557-0765
20. MOBILE NO.	0961-464-0307
21. E-MAIL ADDRESS (if any)	dp.godinez@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GODINEZ			
FIRST NAME	DIEGO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAHUSAY			
25. MOTHER'S MAIDEN NAME				
SURNAME	PRIMA			
FIRST NAME	JENNY			
MIDDLE NAME	DAGCUTAN		*(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 From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	BULAK ELEMENTARY SCHOOL	N/A			GRADE 6	2010	VALEDICTORIAN
SECONDARY	HINGATUNGAN NATIONAL HIGH SCHOOL	N/A			4TH YEAR	2014	2ND HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN DEVELOPMENT COMMUNICATION			4TH YEAR	2018	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN DEVCOM MINOR IN AGEX			2ND YEAR	2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 28, 2023

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
CIVIL SERVICE ELIGIBILITY	N/A	15/06/2018	VISAYAS STATE UNIVERSITY	100108180664	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/03/2023	PRESENT	SCIENCE RESEARCH ASSISTANT	PHILIPPINE ROOT CROPS RESEARCH &TRAINING CENTER	23000.00	N/A	JOB ORDER	N/A
10/01/2021	12/31/2022	VIRTUAL CONTENT MANAGER	ONTRAPORT	16000.00	N/A	FREELANCE	N/A
07/01/2020	9/31/2020	MEDIA PRODUCTION ASSISTANT	DEPARTMENT OF DEVELOPMENT COMMUNICATION-VISAYAS STATE UNIVERSITY	15000.00	NA	JOB ORDER	NA
08/01/2018	06/30/2020	BROADCAST PROGRAM PRODUCER/ANNOUNCER I	DYDC-VISAYAS STATE UNIVERSITY	12000.00	N/A	JOB ORDER	N/A
01/01/2018	06/30/2018	STUDENT ASSISTANT	DYDC-VISAYAS STATE UNIVERSITY	2000.00	N/A	JOB ORDER	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 28, 2023

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

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			
28TH ANNUAL PHILIPPINE BIODIVERSITY SYMPOSIUM	08/13/2019	08/16/2019	32 HOURS	TECHNICAL	BIODIVERSITY CONSERVATION SOCIETY OF THE PHILIPPINES
UNDERGRADUATE INTERSHIP	07/01/2017	07/31/0217	184 HOURS	TECHNICAL	DYHP RMN CEBU & DDC-VSU
11TH PINOY MEDIA CONGRESS	02/16/2017	02/17/2017	16 HOURS	PARTICIPANT	PHILIPPINE ASSOCIATION OF COMMUNICATION EDUCATORS AND ABS-CBN CORPORATION
10TH PINOY MEDIA CONGRESS	02/18/2016	02/19/2016	16 HOURS	PARTICIPANT	PHILIPPINE ASSOCIATION OF COMMUNICATION EDUCATORS AND ABS-CBN CORPORATION

(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)
EVENT HOSTING	N/A	N/A
COMMUNICATION RESEARCH		
MEDIA PRODUCTION		
RADIO PROGRAM HOSTING/ANNOUNCING		
RADIO PLUGS, DRAMA, & DOCUMENTARIES		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 28, 2023

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 apppointed, 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?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ 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: resigned to pursue grad studies
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
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:
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)

NAME	ADDRESS	TEL. NO.
DR. CHRISTINA A. GABRILLO	**VISCA, BAYBAY CITY, LEYTE**	**0906-051-9067**
DR. EDITHA G. CAGASAN	**VISCA, BAYBAY CITY, LEYTE**	**0918-270-0721**
ATTY. RUPHIL F. BANOC	**CEBU CITY, PHILIPPINES**	**0915-668-0955**

PHOTO

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.

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.:	**732-112-206**
Date/Place of Issuance:	**10/19/2018 ORMOC CITY**

Signature (Sign inside the box)

February 28, 2023

Date Accomplished

Right Thumbmark

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

Person Administering Oath