

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 ☐LING 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.**

J. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CASING		
FIRST NAME	EMELIE		NAME EXTENSION (JR., SR)
MIDDLE NAME	DELA CERNA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/23/1998	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	STA. MARIA, BULACAN	If holder of dual citizenship, please indicate the details.	
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	LAUAN STREET
			House/Block/Lot No. Street
			PUNTA
			Subdivision/Village Barangay
			ORMOC CITY LEYTE
			City/Municipality Province
7. HEIGHT (cm)	170.18 cm	ZIP CODE	6541
8. WEIGHT (kg)	57 kg		
9. BLOOD TYPE	unknown	18. PERMANENT ADDRESS	PUROK 4 SITU PARIL
			House/Block/Lot No. Street
			TONGONAN
			Subdivision/Village Barangay
			ORMOC CITY LEYTE
			City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6541
11. PAG-IBIG ID NO.	121282034484		
12. PHILHEALTH NO.	030260650900		
13. SSS NO.	3463815075	19. TELEPHONE NO.	N/A
14. TIN NO.		20. MOBILE NO.	09654069983
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	emeliecasing7@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	CASING		
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	CARVAJAL		
25. MOTHER'S MAIDEN NAME			
SURNAME	DELA CERNA		
FIRST NAME	LOLITA		
MIDDLE NAME	DELA CERNA		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (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	TONGONAN ELEMENTARY SCHOOL	ELEMENTARY	2005	2011	Graduate	2011	4th honorable
SECONDARY	PEDRO G. BANEZ NATIONAL HIGHSCHOOL	HIGH SCHOOL	2011	2015	Graduate	2015	3rd honorable
VOCATIONAL / TRADE COURSE	PHILIPPINE CALL CENTER INSTITUTE	CONTACT CENTER SERVICES NCH	2022	2023	Graduate	2023	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2017	2021	Graduate	2021	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE

03/08/2023

CS FORM 212 (Revised 2017), Page 2 of 4

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(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)
ARNIS	OUTSTANDING STUDENT-ATHLETE OF THE YEAR (EASTERN VISAYAS STATE UNIVERSITY)	Arnis De Caballes (ADC)- Ormoc City Chapter
COMPUTER LITERATE	State Colleges and Universities Athletic Association meet 2017,2018,2019 GOLD MEDALIST	Sangguniang Kabataan member - Tongonan, Ormoc City
	PALARONG PAMBANSA 2015 BRONZE MEDALIST in Bantam weight category held in Tagum City, Davao	
	ATHLETE OF THE YEAR 2015 (PEDRO G. BANEZ NATIONAL HIGHSCHOOL)	

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	03/08/2023	CS FORM 212 (Revised 2017), Page 3 of 4
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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)?

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

If YES, give details:

b. Have you been criminally charged before any court?

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?

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?

If YES, give details:

FINISHED CONTRACT

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

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?

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

If YES, give details:

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?

If YES, please specify: _____

b. Are you a person with disability?

If YES, please specify ID No: _____

c. Are you a solo parent?

If YES, please specify ID No: _____

41. REFERENCES (Persons not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TEL. NO.
GUILLERMO M. SODOMIA	BRGY. ALTAVISTA, ORMOC CITY	
FRANZ MARTIN S. CALLANO	BAYBAY CITY	
EMILIO P. CUEVAS	BRGY. DOLORES, ORMOC 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.

Government Issued ID (i.e. Passport, GISIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PASSPORT**

ID/License/Passport No.: **P8510030B**

Date/Place of Issuance: **12/19/2021 TACLOBAN CITY**

Signature (Sign inside the box)
03/08/2023
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

CS FORM 212 (Revised 2017), Page 4 of 4