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	BONGCALES
FIRST NAME	MARIAN
NAME EXTENSION (JR., SR)	
MIDDLE NAME	SACRO
3. DATE OF BIRTH (mm/dd/yyyy)	24/08/1996
4. PLACE OF BIRTH	BAYBAY, LEYTE
5. SEX	☐ Male ☑ Female
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.53
8. WEIGHT (kg)	52
9. BLOOD TYPE	O'
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121266359022
12. PHILHEALTH NO.	13-252952848-9
13. SSS NO.	N/A
14. TIN NO.	763-843-930
15. AGENCY EMPLOYEE NO.	
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. / Street; BRGY. GUADALUPE (Subdivision/Village / Barangay); BAYBAY CITY, (City/Municipality); LEYTE (Province)
ZIP CODE	6521
18. PERMANENT ADDRESS	House/Block/Lot No. / Street; BRGY. GUADALUPE (Subdivision/Village / Barangay); BAYBAY CITY, (City/Municipality); LEYTE (Province)
ZIP CODE	6521
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09368135015/09201035896
21. E-MAIL ADDRESS (if any)	marian.sacro@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BONGCALES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARK LOUISE	NAME EXTENSION (JR., SR)	CALYX GIDEON LOUISE S. BONGCALES	02/01/2023
MIDDLE NAME	OBEÑA			
OCCUPATION	ELECTRICIAN			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SACRO			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BITOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	GRANADA			
FIRST NAME	HERNANE			
MIDDLE NAME	IBAÑEZ		*(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	BAYBAY I CENTRAL SCHOOL	N/A	2003	2009	N/A	2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	2009	2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2015	2019	N/A	2019	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT	2021	2022	12 UNITS		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 23, 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
LICENSED AGRICULTURIST	80.00	NOV. 5-7, 2019	TACLOBAN CITY, LEYTE	0031921	8/24/2026
Career Service (Professional)	82.87	20/08/2023	Maasin City, Leyte	NA	NA

(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						
17/01/2020	PRESENT	ADMIN. AIDE III	UNIVERSITY REGISTRAR - Visayas State Univeristy	13274.80	N/A	JOB ORDER	Y
04/30/2014	04/30/2015	Computer Café Attendant	Xceline Computer Shop	3500.00	NA	NA	N
09/01/2018	12/15/2018	Student Assistant	VSU Department of Business Management	25/hour	NA	NA	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 23, 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	**N/A**	**N/A**	**N/A**	**N/A**

(Continue on separate sheet if necessary)

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

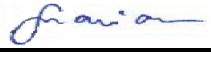
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	29/11/2023	29/11/2023	4		VSU
PURCHASE REQUEST (PR) MODULE OF THE SUPPLY PROPERTIES PROCUREMENT MANAGEMENT INFORMATION SYSTEMS (SPPMIS)	08/28/2020	08/28/2020	4		VSU SPPMIS
DOCUMENT TRACKING SYSTEMS	11/13/2020	11/13/2020	3		VSU HRIS
Mental Health Awareness Seminar	04/25/2023	04/25/2023	3		VSU HRMO
ISO 9001:2015 Awareness and Re-awareness Webinar	8/29/2023	8/29/2023	3		VSU
ISO 9001:2015 Awareness and Re-awareness Webinar	8/30/2023	8/30/2023	3		VSU
Breaking Limits: Be an Effective Speaker	11/27/2018	11/27/2018	4		VSU
Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning	4/24/2018	4/24/2018	8		DTI Leyte

(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)
EVALUATION	**N/A**	**Philippine Association of Agriculturist Inc.**
READING/WRITING		
COMMUNICATION		
Computer		
Higly Organize		

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	**December 23, 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:
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.
RENATO A. MAALA	**BAYBAY CITY, LEYTE**	**9606090137**
NORMA O. VILLAS	**VISCA, BAYBAY CITY, LEYTE**	**9061023570**
LOUISA MARIE B. ANDRADE	**STA. CRUZ, BAYBAY CITY, LEYTE**	**563-7527**

PHOTO

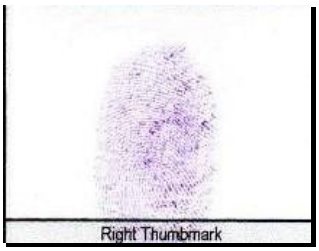
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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:	**PRC ID**
ID/License/Passport No.:	**0031921**
Date/Place of Issuance:	**PRC ORMOC**

Signature (Sign inside the box)

December 23, 2023

Date Accomplished



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

Person Administering Oath