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	VELASCO	
FIRST NAME	LIZA	NAME EXTENSION (JR., SR) NONE
MIDDLE NAME	ALBISA	
3. DATE OF BIRTH (mm/dd/yyyy)	OCTOBER 29,1983	16. CITIZENSHIP: ☑ Filipino ☐ Dual Citizenship; ☑ by birth ☐ by naturalization
4. PLACE OF BIRTH	DASMARIÑAS, CAVITE	If holder of dual citizenship, please indicate the details: Pls. indicate country:
5. SEX	☐ Male ☑ Female	Philippines
6. CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated ☑ Other/s: SOLO PARENT	17. RESIDENTIAL ADDRESS: APARTMENT 46 KILBOURNE DRIVE; VISCA PANGASUGAN; BAYBAY LEYTE
7. HEIGHT (m)	1.49	
8. WEIGHT (kg)	57	ZIP CODE: 6521
9. BLOOD TYPE	O positive	18. PERMANENT ADDRESS: APARTMENT 46 KILBOURNE DRIVE; VISCA PANGASUGAN; BAYBAY CITY LEYTE
10. GSIS ID NO.	none	
11. PAG-IBIG ID NO.	1210-5038-6551	
12. PHILHEALTH NO.	07-025343722-5	ZIP CODE: 6521
13. SSS NO.	34-0958073-3	19. TELEPHONE NO.: NONE
14. TIN NO.	426-693-515-000	20. MOBILE NO.: 0948-5998-140
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any): lizavelasco31@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	JORVEN A. VELASCO — 4/9/2003
MIDDLE NAME	N/A	BENCH JUSTINE A. VELASCO — 01/25/2006
OCCUPATION	N/A	
EMPLOYER/BUSINESS NAME	N/A	
BUSINESS ADDRESS	N/A	
TELEPHONE NO.	N/A	
24. FATHER'S SURNAME	ILLEGITIMATE	
FIRST NAME	N/A	
MIDDLE NAME	N/A	
25. MOTHER'S MAIDEN NAME		
SURNAME	ALBISA	
FIRST NAME	YOLANDA	
MIDDLE NAME	RAQUIBO	(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	
				From	To			
	ELEMENTARY	DANAO ELEMENTARY SCHOOL	PRIMARY	6/1/1991	3/1/1996	N/A	1996	VALEDICTORIAN
	SECONDARY	MACARTHUR NATIONAL HIGH SCHOOL	SECONDARY	6/1/1997	3/1/2001	N/A	2001	HONORABLE MENTION
	VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION	6/1/2015	6/1/2019	N/A	2019	NONE
	GRADUATE STUDIES	NONE	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/ 30 /21

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
LICENSURE EXAMINATION FOR TEACHERS	84.60%	9/1/2019	TACLOBAN CITY	1800277	10/29/2022

(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	GOVT SERVICE (Y/ N)
From	To						
5/1/2010	12/30/2010	WAREHOUSE SORTER	RDMCL MANPOWER SERVICES CORP.	PhP10,400.00	N/A	CONTRACTUAL	NO
1/1/2011	6/30/2011	QUALITY CONTROL	SILVERGREEN MANPOWER SERVICES	PhP10,400.00	N/A	CONTRACTUAL	NO
7/1/2011	12/30/2011	QUALITY CONTROL	RDMCL MANPOWER SERVICES CORP.	PhP14,000.00	N/A	CONTRACTUAL	NO
4/1/2012	10/31/2012	WAREHOUSE DELIVERY CHECKER	SILVER GREEN MANPOWER SERVICES	PhP14,000.00	N/A	CONTRACTUAL	NO
3/1/2013	9/30/2013	WAREHOUSE DELIVERY CHECKER	RDMCL MANPOWER SERVICES CORP.	PhP16,000.00	N/A	CONTRACTUAL	NO
10/1/2013	3/31/2014	WAREHOUSE DELIVERY CHECKER	TRIPLEWAYS MANPOWER SERVICES	PhP16,000.00	N/A	CONTRACTUAL	NO
10/15/2019	12/15/2019	RESEARCH ASSISTANT	VISAYAS STATE UNIVERSITY	PhP12,663.00	N/A	JOB ORDER	YES
2/3/2020	03/31/2021	SCIENCE RESEARCH ASSISTANT	VISCA FOUNDATION FOR AGRICULTURE & RURAL DEVELOPMENT	PhP18,670.00	N/A	JOB ORDER	NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/30/21

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
HOMEROOM PARENTS TEACHERS ASSOCIATION BAYBAY NATIONAL HIGH SCHOOL	06/01/2019	PRESENT	N/A	PRESIDENT
GENERAL PARENTS TEACHERS ASSOCIATION BAYBAY NATIONAL HIGH SCHOOL	07/23/2019	PRESENT	N/A	TREASURER
SCIENCE FAIR:BIOLOGY IMMERSION 2018 VISAYAS STATE UNIVERSITY	03/01/2018	03/03/2018	16.0	FACILITATOR
NATIONAL TEACHER'S DAY 2018	10/05/2018	10/05/2018	6.0	FACILITATOR

(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) From	To	NUMBER OF HOURS	Type of L/D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
BASIC OPERATIONS OF MICROSOFT OFFICE 2016(WORD, EXCEL, POWERPOINT)	01/06/2020	01/20/2020	22.0	ICT	LAUNCHER INTERNET CAFE AND PRINTING SERVICES
ANNUAL REGIONAL TEACHING CONGRESS	02/23/2019	02/23/2019	8.0	N/A	LNU TACLOBAN CITY
SEMINAR WORKSHOP ON WRITING QUANTITATIVE/QUALITATIVE ACTION RESEARCH	10/22/2018	10/26/2020	30.0	N/A	BAYBAY NATIONAL HIGH SCHOOL
SCHOOL-BASED ROLL-OUT on the RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM(RPMS) MANUAL FOR TEACHERS AND MASTER TEACHERS	09/05/2018	09/06/2018	16.0	N/A	BAYBAY NATIONAL HIGH SCHOOL
STUDENT TEACHING	08/23/2018	11/19/2018	480.0	INTERNSHIP	BAYBAY NATIONAL HIGH SCHOOL

(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)
COOKING		ALLIANCE FOR BIOLOGICAL SCIENCES MAJORS
BASIC COMPUTER SKILLS		
PLAYING GUITAR		
DRIVING SKILLS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/21

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)?	☐ 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: Finished contract in private sector
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?	☐ YES ☑ NO If YES, please specify:
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c.	Are you a solo parent?	☑ YES ☐ NO If YES, please specify ID No: 409

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

NAME	ADDRESS	TEL. NO.
DR. LUUERAJ J. CUADRA	VISAYAS STATE UNIVERSITY	0956-792-2509
DR. CHRISTY M. DESADES	VISAYAS STATE UNIVERSITY	0930-642-8962
JACOB GLENN F. JANSALIN	VISAYAS STATE UNIVERSITY	0926-749-6881

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/License/Passport No.:	1850377
Date/Place of Issuance:	PRC ROBINSONS ORMOC 12/11/2019

Signature (Sign inside the box)

Date Accomplished: 03/30/21

Right Thumbmark

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

Person Administering Oath