SIGNATURE

## 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 sparate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No (Do not fill up. For CSC use only 2 SURNAME CIRCULADO FIRST NAME ALMERA NAME EXTENSION (JR., SR) NONE MIDDLE NAME DABALOS 3. DATE OF BIRTH 23/03/1997 16. CITIZENSHIP (mm/dd/yyyy) ☑ Filipino ☐ Dual Citizenship ☐ by birth □ by naturalization 4. PLACE OF BIRTH Baybay Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX ☐ Male ☑ Female ☑ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS ☐ Separated House/Block/Lot No PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY 7. HEIGHT (m) 1.52 LEYTE City/Municipality Province 8. WEIGHT (kg) 46 ZIP CODE 6521-A 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No Street 10. GSIS ID NO PANGASUGAN Subdivision/Village Barangay 11. PAG-IBIG ID NO BAYBAY LEYTE 1212-5850-8914 City/Municipality 12 PHILHEALTH NO. 13-252552205-2 ZIP CODE 6521-A 13. SSS NO. 06-4355201-2 19. TELEPHONE NO. none 14. TIN NO. 620019465 20. MOBILE NO 09264545386; 09510348334 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) almeracirculado97@gmail.com DATE OF BIRTH 22 SPOUSE'S SURNAME NIA 23. NAME of CHILDREN (Write full name and list all) (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME N/A MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO FATHER'S SURNAME CIRCULADO NAME EXTENSION (JR., SR) FIRST NAME GEORGE SABADO MIDDLE NAME MOTHER'S MAIDEN NAME DABALOS SURNAME ROSALINA FIRST NAME LAPARA MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL UNITS EARNED YEAR BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL PERIOD OF ATTENDANCE ACADEMIC LEVEL GRADUAT (Write in full) (Write in full) HONORS (if not graduated) ED From To 3RD Honorable ELEMENTARY PANGASUGAN ELEM, SCHOOL 2004 2009 2009 Mention SECONDARY BAYBAY NATIONAL HIGH SCHOOL 2009 2013 2013 VOCATIONAL / NONE TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY - MAIN CAMPUS BS IN AGRICULTURE major in HORTICULTURE 2015 2019 CHED 2019 **GRADUATE STUDIES** 

DATE

| Li   | BARANGAY ELIGIBIL  | ITY / DRIVER'S LICENSE  | (If Applicable) | EXAMINATION /   |                                   |                   |  | LICENSE                  | lif on "              |
|--|--|---|-----------------|---|-----------------------------------|-------------------|--|--------------------------|-----------------------|
|  | censure Exam for   | SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE  Licensure Exam for Agriculture (LEA) |                 | CONFERMENT  | PLACE OF E                        | KAMINATION / CONF | ERMENT   |                          | (if applicable)  Date |
|  |  |   |                 | Nov. 22-24, 2022  | TA                                | TACLOBAN CITY     |  | NUMBER                   | Validit               |
|  |  |   |                 | 1 TO COLUMN 2 CO. 10  | NOW THE SHAPE THE REAL            | CLOBAN CITY       |  | 0040019                  | 23/03/20              |
| the state of the s |  |   |                 |   |                                   |                   | OVIAJE   |                          | -                     |
|  |  |   |                 |   |                                   |                   | 80.1   |                          |                       |
|  |  |   | ampet la        |   | Sep. 2011                         |                   |  |                          |                       |
|  | THE PART OF THE PA |   |                 | 1, 12/25/2011   | t to make the                     | MANY              | DUNINE SERVICE   |                          |                       |
|  |  |   | (0-             |   |                                   |                   |  |                          |                       |
| . WORK E<br>nclude priv  | EXPERIENCE<br>rate employment.   | Start from your recent wo   | rh D : ::       | ntinue on separate shee   | t if necessary)                   |                   |  |                          |                       |
| 3. INCL  | USIVE DATES<br>nm/dd/yyyy)   | Start from your recent wo   |                 | of duties should be   | indicated in the attac            | ched Work Expe    |  |                          |                       |
| From  Jan 1, 2024  | То   | (Write in full/Do not abbrev  | riate)          | (Write in full/Do   | CY/OFFICE/COMPANY not abbreviate) | MONTHLY SALARY    | SALARY/ JOB/ PAY<br>GRADE (if<br>applicable)& STEP<br>(Format "00-0")/ | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVICE      |
| Oct. 1, 2023   | Present Dec. 31, 2023  | Admin. Asst II  | in Francis      | OVPA  | - MIS                             | 20, 138.00/mo     | INCREMENT  | Job Order                | (Y/N)<br>Y            |
| ept. 7, 2020   | Sept. 30, 2023   | DEMO I  | 2000            | OVPAR   | - MIS                             | 18,000/mo         | XT SEASON  | Job Order                | Y                     |
|  |  | Admin. Alde III   | 150             | OVP   | AF                                | 603.00/day        | E de la  | Job Order                | Υ                     |
|  |  |   |                 |   | 10 S. A. S. S.                    |                   | 100  | 903                      |                       |
|  | m in   | mp6 Tobuluenssen  |                 | No.   |                                   |                   |  |                          |                       |
|  |  |   |                 | TO A STATE OF   |                                   | ASS               |  | Lipike I                 |                       |
|  |  | #W  |                 |   |                                   |                   |  |                          |                       |
|  |  |   |                 |   |                                   |                   |  |                          |                       |
|  |  |   |                 |   |                                   |                   |  |                          | -                     |
|  |  |   |                 |   |                                   |                   |  |                          |                       |
|  |  |   |                 |   | e same o ski                      |                   | 94.8   | 1030                     |                       |
|  |  |   |                 |   |                                   |                   | 00   | 600                      |                       |
|  |  |   |                 |   |                                   |                   | 80.1   | 18.40                    |                       |
|  |  |   |                 |   |                                   | 8. 9.             | A18 1.   | With a                   |                       |
|  |  |   |                 |   |                                   |                   |  |                          |                       |
|  |  | A (1996) 1 (1996)   | ASA S           | Industrias de la constante de | end Ana                           | 519               | Long   |                          |                       |
| 100  | 10   | 0:01  |                 |   |                                   |                   | FAHR ALCOUATE  |                          | -                     |
|  |  | Frits d   | RX.             |   |                                   |                   |  |                          |                       |
|  |  |   |                 |   |                                   |                   |  |                          |                       |
| HID.   R   | TOS  | 10  |                 | CHUT MINTERS or was   | DROCTODANA (S. ET. S.             | AGEO REEL TORS    | Eymb g A17 NAV   | any .                    | -                     |
|  |  |   |                 |   |                                   |                   |  |                          |                       |
| GNATURE  |  | dnarh dy .  | (Continue on s  | eparate sheet if necess   | nny)                              |                   |  |                          | NO LITAVIE            |

| VI. V  | OLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT   | /PEOPLE/VO                      | LUNTARY OR                                 | GANIZA    | TION/S   |  |  |
|--|--|---------------------------------|--|-----------|--|--|--|
| 29. NAME & ADDRESS OF ORGANIZATION (Write in full) |  |                                 | INCLUSIVE DATES (mm/dd/yyyy)               |           | POSITION / NATURE OF WORK  |  |  |
| NONE   | 00 to 100 to   | From                            | То   | 1 130 8.  | - find fremmak   | J SZAJ IZI) GRUPU IEU I PER PER PER  |  |
| ONE  | LI YES (1) NO  |                                 |  |           |  |  |  |
|  | SUBSTRUCT COLUMN TO A COLUMN T |                                 |  |           |  | The second secon |  |
|  |  |                                 |  | les relia | SAIRL THIRE (III   |  |  |
| T  | If YES, give details   |                                 |  |           |  |  |  |
| 1  |  |                                 |  |           | Photos see took  | ad begrath yllammin naed upy examile   |  |
| -  | OK 163 (24 NO.   |                                 |  |           | ABROD Assessmen  | DO DESCRIPTION OF THE PROPERTY |  |
|  | II YES give deswis   |                                 |  |           |  |  |  |
|  |  |                                 |  |           |  |  |  |
| TENT   |  | ntinue on separate sh           | THE RESERVE OF THE PERSON NAMED IN         |           |  | Property Control of the Control of t |  |
|  | EARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING P   |                                 |  |           |  |  |  |
| 30.  | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)  | ATTEN                           | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) |           | Type of LD (Managerial/ Supervisory/   | CONDUCTED/ SPONSORED BY  |  |
|  | (Willettin)  | From                            | To   | HOURS     | Technical/etc)   | (Write in full)  |  |
| oot-0  | Cause Analysis Training Workshop   | 11/13/2024                      | 11/13/2024                                 | 8 hrs     | Technical  | VSU  |  |
| 0 9  | 001:2015 Awareness and Re-Awareness Seminar 2024   | 09/09/2024                      | 09/09/2024                                 | 4 hrs     | Technical  | VSU  |  |
|  | policy to Practice: EODB, DPA of 2012, and PIA Reoreintation for Visayas States (VSU) Personnel  | e 07/29/2024                    | 07/29/2024                                 | 8 hrs     | Technical  | annianog ad a ori VSU or bay arried d  |  |
|  | ar Workshop on Basic Records and Archives Management (BRAM)  | 07/30/2024                      | 07/31/2024                                 | 16 hrs    | Managerial   | VSU  |  |
|  | ng Culture: Embracing Values for Productive Workplace Performance  | 05/15/2024                      | 05/15/2024                                 | 8 hrs     | Technical  | VSU  |  |
|  | ling Spaces: Mastering the Art of Housekeeping (Batch 1)   |                                 |  |           |  |  |  |
| _  |  | 03/26/2024                      | 03/26/2024                                 | 8 hrs     | Technical  | VSU  |  |
| _  | king Excellence: The 5S Revolution for Clerks and Heads at VSU   | 11/29/2023                      | 11/29/2023                                 | 8 hrs     | Technical  | VSU  |  |
| OST  | - STII webinar on the "Basics of Records Management and Records Control"   | 27/01/2021                      | 27/01/2021                                 | 4 hrs     | Managerial   | DOST-STII via Zoom   |  |
|  |  |                                 |  |           |  |  |  |
|  | If VES phase unordy ID HO  |                                 |  |           |  | General rates in 1990 SUL  |  |
|  | Town State of the  |                                 |  |           |  | Single of the second   |  |
| _  | SUI U) Vicinia manife 33Y V  |                                 |  |           |  | 2200618  |  |
| _  |  |                                 |  | (1500×10  | Transplace (C. 1970)   | PARK   |  |
|  |  |                                 | 19301                                      |           |  | nalda Genzaga -VSU Professor Dept of   |  |
|  | garn, cas (ran)  | ly City, Layle                  | VISCA Baylo                                | 18A       | esuñucitroh  |  |  |
|  | (053) 563 7570   | W City, Lapta                   | VISCA Basts                                | SEV       | Vitanto  | nels P. Poque - VSU Professor, Dept of   |  |
|  | 1 10 10 10 10 10 10 10 10 10 10 10 10 10   | about arithur                   | Saulan Paus                                | pasq      |  | Jenter S. Magan - Brgy, Captain  |  |
|  | Nie more one   | e el norte le e                 | e ataŭ land                                | ols Per   | badalignicoon v  | landers under outh that I have personal  |  |
|  | Republic of the  | playons of the                  | en bris. activ                             | ENERGY IN | named to store   | suppress I authorize the agency head aut   |  |
|  |  | ntinue on separate sh           | eet if necessary)                          | tigs to   | essent elf d   | STATE STATES OF THE PARTY OF TH |  |
| III. (   | OTHER INFORMATION  |                                 |  |           |  |  |  |
| 31.  | SPECIAL SKILLS and HOBBIES 32. NO.   | N-ACADEMIC DISTINC<br>(Write in |  | TION      | The last   | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)   |  |
|  | Driving Skills   | - Ideal                         |  |           |  | penual is and 1 and a second of the second fragment  |  |
|  | Computer Literate (MS Word, Excel,   | 100                             |  |           |  | CASTOC BY CHI LOW POWER THAN   |  |
|  | Powerpoint) Agricultural Skills  | g an allowing the               | - Company                                  |           |  | aco of Seusence 17D - Baybay City, Layte   |  |
| elf-d  | irected (able to complete task with limited  | Manager and                     | 1111                                       |           |  | Man the forth  |  |
|  | supervision)   |                                 |  |           |  | SURSCRIBED AND SINDAN IS INDOOR IN THE   |  |
|  | Hardworking (willing to be trained)  | podxe Inside                    |  |           |  |  |  |
|  | Former Varsity in Badminton  |                                 |  |           |  |  |  |
|  | (Coi   | ntinue on separate she          | eet if necessary)                          |           |  |  |  |
|  |  | ulada -                         | INA FORIAT                                 |           | DATE   | August 04, 2025  |  |
|  |  |                                 |  |           | Management of the Control of the Con | CS FORM 212 (Revised 2017), Page 3 of  |  |

| 34. Are you related by consanguinity or affinity to the appo   | inting or recommending authority, or to the  | ne   |
|--|--|--|
| chief of bureau or office or to the person who has imme<br>Bureau or Department where you will be apppointed,  | ediate supervision over you in the Office.   |  |
| a. within the third degree?  | Profession   | MONTANTIAL TO BENEFIT IN 8 BLOKEN  |
|  |  | ☐ YES ☑ NO   |
| b. within the fourth degree (for Local Government Unit -   | Career Employees)?   |  |
|  |  | ☐ YES ☑ NO   |
|  |  | If YES, give details:  |
| 35. a. Have you ever been found guilty of any administrative   |  |  |
| , a see seem lound guilty of any administrative  | e offense?   | ☐ YES ☑ NO   |
|  |  |  |
|  |  | If YES, give details:  |
| h Hava you have the second   |  |  |
| b. Have you been criminally charged before any court?  |  | ☐ YES ☑ NO   |
|  |  |  |
|  |  | If YES, give details:  |
|  |  | Date Filed:  |
| 36. Have you ever been convicted of any crime or violation o any court or tribunal?  | fanulau da   | Status of Case/s:  |
| any court or tribunal?   | ally law, decree, ordinance or regulation  | n by YES V NO  |
|  |  | If YES, give details: NO   |
|  |  |  |
| 37. Have you ever been separated from the service in any of  | Ab - 5-11 .  | A STATE OF THE STA |
| 37. Have you ever been separated from the service in any of<br>dropped from the rolls, dismissal, termination, end of term<br>in the public or private sector? | the following modes: resignation, retirem  | ent, ✓ YES 🗆 NO  |
| in the public or private sector?   | , inished contract or phased out (abolitio   | n) If YES, give details:   |
|  | Lase I seegular Magazini -   | resignation  |
| 8. a. Have you ever been a candidate in a national or local e<br>Barangay election)?   | ection held within the last year (except   |  |
| manual manual  | SHA STANDARD TO STANDED 1  | ☐ YES ☑ NO   |
| b. Have you resigned from the government service during election to promote/actively campaign for a national or less   | the Heart Constitution of the Constitution of  | If YES, give details:  |
| election to promote/actively campaign for a national or loca   | the three (3)-month period before the las  | t YES VO   |
| , and a flational of loca  | il candidate?  | If YES, give details:  |
| Have you acquired the status of an immigrant or permaner   | t resident of another country?   |  |
|  | MIS - MISTERS   MINISTREE  | ☐ YES ☑ NO   |
|  |  | If YES, give details (country):  |
| Are you a person with disability?  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:   |
| REFERENCES (Person not related by consanguinity or affinity to applicant   |  | II 125, please specify ID No:  |
|  | /appointee)  | and the first term of the firs |
| NAME   | ADDRESS  | TELNO  |
| enaida Gonzaga -VSU Professor, Dept of Horticulture  | VSII VISCA Parker Cit. I   | TEL. NO.   |
| ennis P. Peque - VSU Professor, Dept of Forestry   | VSU, VISCA Baybay City, Leyte  | (053) 563 - 7739   |
|  | VSU, ViSCA Baybay City, Leyte  | (053) 563 - 7552   |
| Dexter S. Magan - Brgy. Captain  | Pangasugan, Baybay City, Leyte   | 9053804045   |
| I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertines   | Contract of the last of the la |  |
| complete statement pursuant to the provisions of pertiner Philippines. I authorize the agency head/authorized represent  | at laws rules and sheet which is a t   | rue, correct and   |
| hilippines. I authorize the agency head/outhorized   | it laws, rules and regulations of the  | Republic of the  |
| agree that any misrepresentation made in this document   | ent and its attachment   | ed herein.   |
| dministrative/criminal case/s against me.  | and its attachments shall cause  | e the filing of PHOTO  |
|  | in the same and the same and the   |  |
| ernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)   | ACCUPATION OF THE PERSON OF TH | THE RESERVE AND PLEASE PROPERTY.   |
| ASE INDICATE ID Number and Date of Issuance  | (aut et altus)   |  |
| nment Issued ID: Driver's License  | · Joseph   | A CANADA CA  |
| 2.115. V Elocitisc   | Subremon   |  |
| ense/Passport No.: H12-19-001843   |  |  |
| Place of Issuance: LTO - Baybay City, Leyte  | Signature (Sign inside the bo  | x)   |
| LTO - Baybay City, Leyte   | August 04, 2025  | Ngnculpin Market Comment   |
|  | Date Accomplished  | Right Thumbmark  |
| SUBSCRIBED AND SWORN to before me this   |  |  |
|  | , affiant exhibitir  | ng his/her validly issued government ID as indicated above.  |
|  |  | aboyo,   |
|  |  | undumben wi Arrana and Deciment  |
|  |  |  |
|  |  |  |
|  | Pomon Advid Living   |  |
| Turn 24 (2 m)  | Person Administering Oath  | SIGNATURE - LET CA   |