

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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

FIRST NAME

MIDDLE NAME

ALBA
DOREEN
BARTOLINI

NAME EXTENSION (JR., SR)

3. DATE OF BIRTH
(mm/dd/yyyy)

10/8/1985

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pis. indicate country:

4. PLACE OF BIRTH

BAYBAY, LEYTE

If holder of dual citizenship,
please indicate the details.

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.52 m.

17. RESIDENTIAL ADDRESS

Zone-6

House/Block/Lot No.

Street

Brgy. Guadalupe

Subdivision/Village

Barangay

Baybay City

Leyte

City/Municipality

Province

ZIP CODE

8. WEIGHT (kg)

57 kgs.

18. PERMANENT ADDRESS

Zone-6

House/Block/Lot No.

Street

Brgy. Guadalupe

Subdivision/Village

Barangay

Baybay City

Leyte

City/Municipality

Province

ZIP CODE

9. BLOOD TYPE

"AB+"

19. TELEPHONE NO.

(053) 563-0037

10. GSIS ID NO.

021-1694-1448-4

20. MOBILE NO.

09283664408

11. PAG-IBIG ID NO.

1211-9046-9064

21. E-MAIL ADDRESS (if any)

doreen.alba@vsu.edu.ph

12. PHILHEALTH NO.

1302-5154-6453

13. SSS NO.

N/A

14. TIN NO.

466-625-525-000

15. AGENCY EMPLOYEE NO.

V00947

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

N/A
N/A
N/A
N/A
N/A
N/A

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

N/A
N/A

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

ALBA
ARTURO
ESGUERRA

SR.

BARTOLINI
HERMINIA
PABROQUEZ

(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

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

GUADALUPE ELEM. SCHOOL

PRIMARY

1992

1998

N/A

1998

3rd Honorable
Mention

SECONDARY

BAYBAY NATIONAL HIGH SCHOOL

HIGH SCHOOL

1998

2002

N/A

2002

N/A

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BS IN HOTEL, RESTAURANT & TOURISM
MANAGEMENT

2002

2009

N/A

2009

N/A

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

Master of Management - Business
Management (38 units)

2019

2022

N/A

cont.

N/A

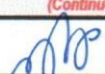
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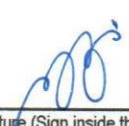
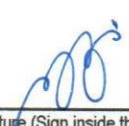
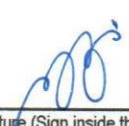









SIGNATURE

DATE

January 3, 2023

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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						
(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)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO 9001:2015 Awareness/Re-awareness Webinar	8/30/22	8/31/22	16.0	MANAGERIAL/ SUPERVISORY	VSU-Main (QAC)
	Hands-Only Cardiopulmonary Resuscitation	7/21/22	7/22/22	8.0	TECHNICAL	VSU-Main & DOH
	PHILGEPS ONLINE TRAINING	5/30/22	5/31/22	16.0	TECHNICAL	E-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	HIV/AIDS Peer Educators Training	1/19/22	1/21/22	24.0	Technical	VSU-Main (GAD & VSU Hospital)
	ISO 9001:2015 Awareness/Re-awareness Webinar	9/13/21	9/13/21	8.0	MANAGERIAL/ SUPERVISORY	VSU-Main (QAC)
	Workshop on Lisiting and Categorization of items for the PPMP	8/20/20	8/20/20	8.0	MANAGERIAL/ SUPERVISORY	VSU-Main - OVPPRGAS
	NCCA "National Kalkali with the theme: Vital Wisdoms: Learning with the Indigenous Peoples"	10/28/2019	10/29/2019	16.0	Technical	NCCA - Maryhill School of Theology, Quezon City
	Culture and the Arts (CAC) Strategic Planning Workshop	10/24/19	10/24/19	8.0	MANAGERIAL/ SUPERVISORY	VSU-Culture and the Arts Center
	INTRODUCTION TO CYBERSECURITY	9/2/19	9/3/19	16.0	TECHNICAL	DEPT. OF INFO AND COM. TECH. (DICT)
	SEMINAR ON THE REVISED IMPLEMENTING RULE AND REGULATION (IRR) OF R.A. 9184	3/20/2019	3/22/2019	24.0	MANAGERIAL/ SUPERVISORY	GPPB-TSO/VSU-MAIN
	Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUC's	3/5/2019	3/7/2019	24.0	TECHNICAL	PASUC-Phil. Association of State Universities and Colleges
	PROPERTY AND SUPPLY MANAGEMENT SYSTEM	9/4/2018	9/7/2018	32.0	MANAGERIAL/ SUPERVISORY	COA-RO8
	TARGET SETTING WORKSHOP	8/20/2018	8/21/2018	16.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	7/30/2018	7/31/2018	16.0	TECHINICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL 2017	11/29/2017	12/1/2017	24.0	TECHINICAL	NORSU-DUMAGUETE CITY
	PROJECT PROCUREMENT MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN	11/14/2017	11/17/2017	32.0	MANAGERIAL/ SUPERVISORY	SCC TRAINING CENTER/SOFIA CENTER FOR CONTINUING EDUCATION
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL COMPETITION 2017	10/26/2017	10/27/2017	16.0	TECHINICAL	CAC-VSU MAIN
	ORIENTATION ON POLICIES OF PROBATIONARY STATUS AMONG NEW PERMANENT EMPLOYEES	9/25/2017	9/25/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	INDUCTION/ORIENTATION PROGRAM OF NEWLY HIRED FACULTY & STAFF IN TO THE VSU SYSTEM	9/4/2017	9/4/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	5/25/2017	5/26/2017	16.0	TECHINICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	FULL-LENGTH TRAINING ON GOVERNMENT PROCUREMENT REFORM ACT AND ITS REVISED IRR	5/3/2017	5/5/2017	24.0	MANAGERIAL/ SUPERVISORY	GPPPB-DBM RO 8
	PROCUREMENT PLANNING WORKSHOP	9/15/2016	9/15/2016	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	PLANNING-WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENT RELATIVE TO PROCUREMENT	5/27/2015	5/27/2015	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	WORKPLACE LITERACY/NUMERACY ASSESSMENT RESULTS & TRAINING RECOMMENDATIONS	3/20/2012	3/20/2012	4.0	MANAGERIAL/ SUPERVISORY	CENTRE FOR EMPLOYABILITY SKILLS / GIORDANO (SINGAPORE)
	CHANGI ORIENTATION PROGRAMME AND CUSTOMER SERVICE SKILLS PROGRAMME	3/5/2012	3/6/2012	16.0	MANAGERIAL/ SUPERVISORY	CHANGI AIRPORT GROUP (SINGAPORE)
(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)	
	SINGING	N/A			LSU-Adminstrative Personnel Association (AdPA) - MEMBER	
	DANCING				CULTURE AND ARTS CENTER (CAC)- PROPERTY CUSTODIAN	
	DRIVING (2 & 4 WHEELS)				GAMMA SIGMA CONFRATERNITY (VSU MAGENTA CHAPTER) - MEMBER	
	COMPUTER LITERATE					
	PHOTOGRAPHY					
	PLAYING TABLE TENNIS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	January 3, 2023	
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____																
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ FINISHED CONTRACT (GIORDANO ORIGINALS PTE. LTD.)																
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____																
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____																
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>IVY ANN F. MOJADO</td><td>5TH DEO-DPWH, BAYBAY CITY, LEYTE</td><td>09176285108</td></tr><tr><td>ALICIA M. FLORES</td><td>SPPMO, VISCA, BAYBAY CITY, LEYTE</td><td>09176341430</td></tr><tr><td>PETER JUNE D. DADIOS</td><td>SLSU-BONTOC, SO. LEYTE</td><td>09353465296</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	IVY ANN F. MOJADO	5TH DEO-DPWH, BAYBAY CITY, LEYTE	09176285108	ALICIA M. FLORES	SPPMO, VISCA, BAYBAY CITY, LEYTE	09176341430	PETER JUNE D. DADIOS	SLSU-BONTOC, SO. LEYTE	09353465296				
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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.																	
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																	
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