C Form No. 212 Revised 2017	PEI	RSONAL	DATA S	HEE		DE THICK SEE	BIKTISH S	m/s	
STATE STATE									
concerned.	ation made in the Personal Data S					/criminal case/s a	against the pe	erson	
Print legibly. Tick appropriate box	ETO FILLING OUT THE PERSONAL es) and use separate sheet if nec	L DATA SHEET (PDS) BEF essary. Indicate N/A if not app	ORE ACCOMPLISHING blicable. DO NOT ABBRE	THE PDS FORI VIATE.	1, CS ID No	1.	(Do not fill up	. For CSC use	
I. PERSONAL INFORMATI				THE HOUSE					
2. SURNAME	Sabando								
FIRST NAME	Menchu					NAME EXTENSION (.	JR., SR)	1	
MIDDLE NAME	Bucyaflor								
3. DATE OF BIRTH (mm/dd/yyyy)	06/4/1993	16. CITIZENSH	P	⊿ Filip	Filipino Dual Citizenship Dby birth Dby naturalization				
4. PLACE OF BIRTH		If ho	older of dual citizenship,			Pls. indicate	country:		
5. SEX	☐ Male	Female	ase indicate the details.	14. 200					
6 CIVIL STATUS		Married 17. RESIDENTA Separated	AL ADDRESS	House/Block/Lot			Streel		
7. HEIGHT (m)	1-253			Subdivision/Villa	ge	Sur T	Barangay		
8. WEIGHT (kg)		710	CODE	City/Municipalit	Υ		Province		
9. BLOOD TYPE	19 kg	18. PERMANEN			17 100			7	
10. GSIS ID NO.	A positive NA	N. Carlotte		House/Block/Lot i	No.	. Sand	Street Sto- Rosa	wò.	
				Subdivision/Villag			Barangay	rice)	
11. PAG-IBIG ID NO.	1211 84012100			Paybay City/Municipality	UN	4	eyfe Province		
2. PHILHEALTH NO.	13202091124	ZIP	CODE				11000		
3. SSS NO.	0636611203	19. TELEPHONI	ENO.				1100		
4. TIN NO.	321-728-991	20. MOBILE NO	0906	6662488	10939	984/020	100		
5. AGENCY EMPLOYEE NO.		21. E-MAIL ADD	RESS (if any) Menc	Lelolo 2488 Lusabande	anna)	ilem			
I. FAMILY BACKGROUND					e gine			2012-00	
22. SPOUSE'S SURNAME	NA.			of CHILDREN (Writ	e full name and	d list all)	DATE OF BIR	RTH (mm/dd/yy	
FIRST NAME	NA	NAME EXTENSION	(JR., SR)	NA					
MIDDLE NAME	NA								
OCCUPATION									
EMPLOYER/BUSINESS NAME		. Aller							
BUSINESS ADDRESS									
TELEPHONE NO.	CI								
4. FATHER'S SURNAME FIRST NAME	Sabando	NAME EXTENSION	(JR., SR)						
MIDDLE NAME	lacanas	JA			_				
5. MOTHER'S MAIDEN NAME	Gome.	White the same of						-	
SURNAME	Duenaflor								
FIRST NAME	Nelia				-100				
MIDDLE NAME	Tripoli			(C	ontinue on se	eparate sheet if neces	ssary)		
II. EDUCATIONAL BACKG									
6. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDU	CATION/DEGREE/COURSE (Write in full)	PERIOD OF	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSH ACADEMIC HONORS RECEIVED	
ELEMENTARY	tempay Il Couth) Centre School Franciscan College of the	al kinder 11:	Grade VI	1498	2005		2004	NA	
SECONDARY	Franciscan College of the	Immacubile Highsch	Sool	2005	12009		2009	NCAL	
			0/ 0	4.5					
VOCATIONAL / TRADE COURSE				7000 .	- 20/0		and the second second	11	
	Franciscan College of the	e paracilla Bachelan Busines Ada	Unitrothin najor m	nonval 2012	2015		2015	Honor	
TRADE COURSE	Francia Man College of the Conception		Of Science in The Line Street if necessary)	nomal rom			20K	Honor	

27. CARE		1080 (BOARD/ BAR) UNDER	DATINO	DATE OF				LICENSE (if	applicable)
	SPECIAL L	AWS/ CES/ CSEE LITY / DRIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFE	RMENT	NUMBER	Date Valid
amoun G . C . Ar. Dud		86.00	410 -0	Magen	Chu.		Valid		
paper tes	+ professi	tral	04.00	Aug. 20, 2029	9-Joseph College Southern le	yte.	- 1)		
	all the same		HTAN-988		garante establis				
									100
							واليسان		SERVICE THE
							a male		ranna Tarran
		ter Dineste	als.			P. LANCO	East 1		
0.215	decessory (*)	the sta				7,50			
	YAUG	HUDA AN							
. WORK E	XPERIENCE		(C)	ontinue on separate shee	t if necessary)				
		ent. Start from your recei	nt work) Descript	on of duties should	be indicated in the attac	hed Work Ex	perience sh	et.	
	JSIVE DATES m/dd/yyyy)	POSITION T	ITLE	DEPARTMENT / AG	SENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (#	STATUS OF	GOV
From	То	(Write in full/Do not	abbreviate)	(Write in fu	III/Do not abbreviate)	SALARY	applicable)& STEP (Format *00-0*)/ INCREMENT	APPOINTMENT	SERVI (Y/ N
alouhas	Present	Admir And 11		VSU Acocunte	ia M:	1200.00		Jo	Y
11		Admin Ande III	presidenti.	community Fre	omomie Ventures, (A NGO), NC	20.0			_
	07/14/2003	Accounting Super		Community so	NIGO) INC	27,00.00		Regular	X
	4/10/2019	Branch Accounted			NGO INC	14,00.10		Pegular	N
8/04/60/10	08/21/2018			solioner bu	Obserping tirm	KID	- 100 H L L	Rigular	N
4/15/201	Ochue/2017	Paranch Account	rant		NGO) (nc	10,00.00	اختمينا	Regulas	N
20H	10K	Povak feadim	i Tuton	working 1	Fudent	10/hr.	and the second	NA	N
		The state of the s							E13.175
						E-W			114
	PAR SIAN	Seat by model in	on marking and			31/2			28/19
			TA.			A		*	
			The speciment					200 1170	
				100 100					A) R
tree control							Care S	Talvasi V	E HA
									72-1
							753		
		TON NOT HIS SOURCE STATE							
Month	Bertanice L	- Paris	NEGOT NO	E LON					
CHI.									
	7,85	3/4	Yes	A passed 1/1	CTTOL Vandor		E WHAT HE		ATWITTE
CRYLL	L part	9255	382	Nelm	him handlet		gravenine.		ARITO
		9507	WAY T	a salah i	A STANDARY	Application	N. A. SA		1691
		1202	No. of Persons	the Malacette	Maria .	إدريمانية			
									WALLEY.
			(Con	tinue on separate sheet i	f necessary)			Higher W. S. Ja	
SIGNA	TURE	Manylo			DATE	04/20/20	eg .		

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK		
- 12 4			From	То			THE REPORT OF THE REAL PROPERTY.	
	aria a			(Inveval.	J ECES-1	ni Nemian	DESERTOR PROPERTY AND ASSESSMENT OF	
	mated ovg 2	3V II						
	Am .				ne sala aya	susite V	na te year, beggi magamba gay anata s	
	iolanes ario 1	avi III						
				 				
	THE RESERVE TO THE RE					-		
	318785 649 7							
	too 5 shell	100						
VII. LEARNING AND DE	VELOPMENT (L&D) INTERVEN		ntinue on separate PROGRAMS A					
	aining program and include only the releval				(Executive Manager	fel positions)		
30. TITLE OF LEARNING	AND DEVELOPMENT INTERVENTIONS/TRA	AINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE			Type of LD	CONDUCTED/CDONCODED BY	
THE OF ELECTRICAL	(Write in full)	NINING PROGRAMS	(mm/dd/yyyy)		NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
<i>C</i> 1 <i>C</i>	7		From	To	,		Business boach Inc. JOENN	
Customer Seru	ce training		03/9/2013	3/9/203	3hx			
	formation of Oaka Troke	thon Training		Theray	3/18		world weion / CEM	
Personal Gounty	Onlye tradaig		06/2020	Ochoro	Thre.		world usion /CEM	
Carl Service C	ommeron amiar	No. 10	rhohous	2/20hor	ldsy	as the other trip	FUC CSC	
Social Etique	the Simpas		10/3/2012	lolahon	1 day	Company to the Party	MBA - FCIC (Modern Prestract	
posp Role in the	Philippine Economy & No	sc	rhoho13	Tholog	(Lay		BSP - FCIC	
			8/29/2013	shypos	1 day		FCIC (all officers)	
Exective Comme	lning francial	As Seminar	wh/rom	10/2/2013	1 day	TOTAL PRI	poden puemes pohovers Clab/A	
CH-CHE CHAN	Jacob Paris			10.27 415	1	Vie	and the state of t	
	Albert tool	10 SEC11						
	0013	ar L	1-11					
	and the second						Protection for dynam	
	Sti Ci vlipace east	e ayı						
Alle of the	Jon G						ALIEN V DE	
- 386 8.6 3. 7	1913 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	BAPAN					311101 11 3000	
- Assets	deaths State			ALC: Y	-24		WART HAT IS	
198			3.3	40.00			Standard Will all	
Allens to a	rejinsi) Letter ve	nervi kiji s II		and here	Air hills	Contact value	per yet that the best myst i	
Character.	64		DEPLOYED.				Senif variety of streeth Laborate	
T MR	B a	et at mus	eter kontu		E B'Shirika	in m st	MI AND THE PROPERTY OF THE PARTY OF THE PART	
/III. OTHER INFORMATI	OV.	(Con	itinue on separate s	theet if necessary)				
HII. OTHER INFORMATI	ON I							
31. SPECIAL SKILLS	and HOBBIES 32.	NON	-ACADEMIC DISTIN	in full)	NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Assuring QAA	Solving-Online Most o	utstanding &	wanch h	cenutant	Legte A	mas CAN	Singles for curit	
Test	Most A	utstanding &	earch to	cerutorat l	whole	PU - 101	The Const	
Singing		AND COURT OF THE	Total for	-14404	- 4	VI WII		
					-		and an atomic man regulation in	
4						S. Wall		
	- It is a facility of the second of the seco						•	
	1,17 = 12 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
		(Con	čnue on separate s	heat if necessary)				

34. Are you related by consanguinity or affinity to the app	pointing or recommending authority, or to the	1474141611011111111111111111111111111111			
chief of bureau or office or to the person who has immediate or Department where you will be apppointed,		255 SAMPLE TO BE 8			
a. within the third degree?		YES NO			
b. within the fourth degree (for Local Government Un	YES NO				
a. Have you ever been found guilty of any administration	ative offense?	YES NO			
		If YES, give details:			
b. Have you been criminally charged before any cour	rt?	YES NO)		
		Status of Case/s:			
Have you ever been convicted of any crime or violatic any court or tribunal?	on of any law, decree, ordinance or regulation by	☐ YES ☑ N If YES, give details:	0		
Have you ever been separated from the service in an dropped from the rolls, dismissal, termination, end of t in the public or private sector?	term, finished contract or phased out (abolition)	YES N	0		
A. Have you ever been a candidate in a national or loo Barangay election)?	cal election held within the last year (except	☐ YES	NO		
b. Have you resigned from the government service du election to promote/actively campaign for a national or	or local candidate?	☐ YES If YES, give details:	NO		
Have you acquired the status of an immigrant or perm	nanent resident of another country?	YES NO If YES, give details (country):			
Pursuant to: (a) Indigenous People's Act (RA 8371); (t and (c) Solo Parents Welfare Act of 2000 (RA 8972), p Are you a member of any indigenous group?	b) Magna Carta for Disabled Persons (RA 7277); please answer the following items:	□ YES 💋	Marchaell		
Are you a person with disability?		If YES, please specify:			
Are you a solo parent?		If YES, please specify ID No: YES YES If YES, please specify ID No:	NO		
REFERENCES (Person not related by consanguinity or affinity to a	applicant /appointee)	V - V - MOVA			
NAME	ADDRESS	TEL. NO.			
alene Y. Vergis	Baylogy City legte	(525)000-1000			
tare Mica Cocers	Ornoc City legte	09653607158			
I declare under noth that I have normally accome	Haybay aly leyte	09103539788			
I declare under oath that I have personally accomp complete statement pursuant to the provisions of philippines. I authorize the agency head/authorized reagree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations of the Representative to verify/validate the contents state	Republic of the	MARIDA. MENCHU BSABANDO		
overnment Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance	A THE SECRETARY ASSOCIATION OF THE PARTY OF				
vernment Issued ID: Phil. National ID / Passyon	# MS. Andre	Land to the land			
License/Passport No.: Pasport #. P574273C	Signature (Sign inside the box	x).			
ate/Place of Issuance: 09/2012 bfA Tacloban	Date Accomplished		Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	, affiant exhibiting	his/her validly issued governme	nt ID as indicated above.		
	Person Administering Oath				

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: February 2024-Up to present (Students Account)
 September 04, 2023-February 2024 (JO Posting & Remittances)
- Position: Administrative Aide III (JO)
- · Name of Office/Unit: Accounting Office
- Immediate Supervisor: Mr. Nick Freddy R. Bello
- · Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Assess Students fees and prepare individual statement accounts as requested and as needed.
 - Generates and validates assessments and examination permits, and prepares breakdown every semester and as needed.
 - Prepares list of students enrolled and checks account balances of students and countersigns clearance.
 - o Encodes requested Subjects and other related Fees.
 - Prepares quarterly report and breakdown of students' accounts' receivable, list of collection per school year and semester for unpaid student accounts.
 - Responsible for the posting of Job Order payrolls, students Assistant's payroll, scholars and GTA; prepares monthly list of Job Order and outsider tax deductions for remittance; prepares monthly Job Order & Part-timer Pag-ibig Remittance.
- Duration: August 30, 2018-July 14, 2023
- · Position: Accounting Supervisor/Area Accountant
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Estela Marie D. Miculob
- Name of Agency/Organization and Location: Community Economic Ventures (A Microfinance NGO), Inc.
 - Summary of Actual Duties
 - Responsible in providing adequate technical in Area assignments during Financial review of documents; recording of all financial transactions and financial reporting; Conducts regular visits to every branch by coaching; auditing financial transactions; assists the management in conducting trainings and equipping on financial analysis and providing adequate technical support to Branch Accountant and in ensuring that financial policies are well implemented

(Signature over Printed Name of Employee/Applicant)

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: April 15, 2015-June 16, 2017
- · Position: Branch Accountant
- · Name of Office/Unit: Accounting Department
- Immediate Supervisor: Aivie Flores
- Name of Agency/Organization and Location: Community Economic Ventures (A Microfinance NGO), Inc.-Baybay Branch
 - Summary of Actual Duties:
 Responsible in recording financial transactions & maintaining books of accounts of the branch; ensures compliance of internal control in the branch; filing and maintenance of financial records, accounting & loan tracking system; physical inventory of branch Assets.
- Duration: January 03, 2018-August 27, 2018
- · Position: Accounting Clerk
- Name of Office/Unit: Accounting
- Immediate Supervisor: Josephine Soliano
- · Name of Agency/Organization and Location: Soliano's Bookkeeping Firm
 - Summary of Actual Duties
 - Responsible in recording financial transactions; prepares clients' remittances (SSS, Pag-ibig & Philhealth); process BIR transactions and docs for all clients.

Date: 04/20/2024

Attachment to CS Form No. 212

(Signature over Printed Name of Employee/Applicant)

Date: 04/20 2024