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	ITABLE
FIRST NAME	HELEN
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	PALCO
3. DATE OF BIRTH (mm/dd/yyyy)	02/09/2000
4. PLACE OF BIRTH	BAYBAY CITY
5. SEX	☐ Male ☑ Female
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.49
8. WEIGHT (kg)	49
9. BLOOD TYPE	N/A
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121306413464
12. PHILHEALTH NO.	130256065887
13. SSS NO.	0644557524
14. TIN NO.	614236608
15. AGENCY EMPLOYEE NO.	N/A

16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: Philippines
17. RESIDENTIAL ADDRESS	N/A (House/Block/Lot No.) PUROK 1 SITIO SAGKAAN (Street)
	N/A (Subdivision/Village) BIASONG (Barangay)
	BAYBAY CITY (City/Municipality) LEYTE (Province)
ZIP CODE	6521
18. PERMANENT ADDRESS	N/A (House/Block/Lot No.) PUROK 1 SITIO SAGKAAN (Street)
	N/A (Subdivision/Village) BIASONG (Barangay)
	BAYBAY CITY (City/Municipality) LEYTE (Province)
ZIP CODE	6521
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09289233760
21. E-MAIL ADDRESS (if any)	helenitable09@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	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ITABLE			
FIRST NAME	HERMELINO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CALDERON			
25. MOTHER'S MAIDEN NAME				
SURNAME	PALCO			
FIRST NAME	LUZ			
MIDDLE NAME	AGUELO		*(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	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	HIPUSNGO ELEM. SCHOOL	PRIMARY	2006	2012	GRADUATED	2012	FIRST HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2012	2016	GRADUATED	2016	N/A
	BAYBAY CITY SENIOR HIGH SCHOOL	ACCOUNTANCY, BUSINESS AND MGMT. (ABM STRAND)	2016	2018	GRADUATED	2018	WITH HIGH HONOR
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	2018	2022	GRADUATED	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	JUNE 20, 2025

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
CAREER SERVICE PROFESSIONAL ELIGIBILITY	83.85	03/02/2025	NEW ORMOC CITY NATIONAL HIGH SCHOOL	N/A	N/A

(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						
03/18/2024	06/13/2025	OFFICE CLERK	MJMILES HARDWARE AND CONSTRUCTION SUPPLIES	10,500.00	N/A	TEMPORARY	N
02/12/2024	02/29/2024	DATA ENUMERATOR	DEPARTMENT OF ECONOMICS (VSU)	17,000.00	N/A	CONTRACTUAL	N
11/18/2022	08/03/2023	CUSTOMER SERVICE REPRESENTATIVE	OPTUM GLOBAL SOLUTIONS	18,000.00	N/A	REGULAR	N
09/12/2022	09/26/2022	ENUMERATOR	RAFI MICROFINANCE	4,750.00	N/A	CONTRACTUAL	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 20, 2025

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		
BAYBAY CITY YOUTH, BAYBAY CITY	04/18/2022	04/22/2022	30 hrs.	VOLUNTEER

(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			
N/A	N/A	N/A	N/A	N/A	N/A

(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)
CUSTOMER SERVICE SKILLS	N/A	ADVENTIST PROFESSIONAL (ADPRO)
COMMUNICATION SKILLS		
ACTIVE LISTENING		
TEAMWORK		
GOOD TIME MANAGEMENT		
ORGANIZATIONAL SKILLS		
GOOD WORK ETHIC		
PLAYING CHESS		
WATCHING K-DRAMAS & MOVIES		

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	JUNE 20, 2025

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:
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.
REYSHYL G. DURBAN	SPRINGWOODS COUNTRYHOME, MINGLANILLA CEBU	09954756967
GENNIE Z. SAMBERE	BRGY. KABALASAN, BAYBAY CITY	09752939642
CLEF LENNARD PIEDRAVERDE	COTABATO ST. PAEL, SUBD. BRGY. CULIAT, QC	09089394241

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:
ID/License/Passport No.:
Date/Place of Issuance:

Signature (Sign inside the box)

JUNE 20, 2025

Date Accomplished

Right Thumbmark

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

Person Administering Oath