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	SACRO	
FIRST NAME	REYNALDO	JR
MIDDLE NAME	FRADES	

3. DATE OF BIRTH (mm/dd/yyyy)	05/27/1986	16. CITIZENSHIP	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX			

6 CIVIL STATUS		17. RESIDENTIAL ADDRESS		
			House/Block/Lot No.	EMILIO JACINTO / Street
			Subdivision/Village	ZONE 23 POBLACION / Barangay
7. HEIGHT (m)	1.63		City/Municipality	BAYBAY / LEYTE — Province
8. WEIGHT (kg)	60	ZIP CODE	6521	
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No.	EMILIO JACINTO / Street
10. GSIS ID NO.			Subdivision/Village	ZONE 23 POBLACION / Barangay
11. PAG-IBIG ID NO.	121333889988		City/Municipality	BAYBAY / LEYTE — Province
12. PHILHEALTH NO.	13-050079766-6	ZIP CODE	6521	
13. SSS NO.	06-2776343-2	19. TELEPHONE NO.	N/A	
14. TIN NO.	297-488-479-000	20. MOBILE NO.	09227421625 / 09925710804	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	loloysacro20@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SACRO	23. NAME of CHILDREN (Write full name and list all)	
FIRST NAME	KRISTINE MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OBLIGADO		
OCCUPATION	NONE		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	SACRO		
FIRST NAME	REYNALDO	SR	
MIDDLE NAME	BITOY		
25. MOTHER'S MAIDEN NAME	FRADES		
SURNAME	SACRO		
FIRST NAME	ORTENCIA		
MIDDLE NAME	FUENTES	*(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	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	CARLOS P. GARCIA ELEMENTARY SCHOOL	N/A	GRADE 1	GRADE 6		1998	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	1ST YEAR	4TH YEAR		2002	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A			
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	1ST YEAR	5THE YEAR		2009	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/23

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	83.36%	10/17/10	UNIVERSITY OF CEBU, SANCIANGKO ST., CEBU CITY	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) From	To	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)
1/2/24	PRESENT	RECEIVING CLERK	VISAYAS STATE UNIVERSITY (BAYBAY CITY, LEYTE)			JOB ORDER	
10/18/23	12/31/23	CLERK/adDRC - JOB ORDER	VISAYAS STATE UNIVERSITY (BAYBAY CITY, LEYTE)			JOB ORDER	
7/19/10	12/18/10	PRICING CLERK	FOODA HYPERMART(CONSOLACION, CEBU)			CONTRACTUAL	
2/5/10	7/4/10	RECEIVING CLERK	FOODA SAVERSMART (GUADALUPE,CEBU CITY)			CONTRACTUAL	
12/23/09	1/31/10	SALES CLERK (SEASONAL)	FOODA SAVERSMART(GEN. MAXILOM, CEBU CITY)			CONTRACTUAL	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/15

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		

(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			

(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/23

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 apppointed,	
	a. within the third degree?	☐ 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 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?	☐ 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: _____

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

NAME	ADDRESS	TEL. NO.
RONEL CAPILITAN	BAYBAY CITY	9482957677
CHRISTINE LOUIE CREDO	ZAMBOANGA CITY	9177009435
JOBET ATIENZA	ORMOC CITY	9076079796

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.

REYNALDO F. SACRO JR
PHOTO

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)

12/13/2023
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