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	Bandalan		
FIRST NAME	Lito Antonio	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Bayno		
3. DATE OF BIRTH (mm/dd/yyyy)	May 12, 1996	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☑ Male ☐ Female		
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A (House/Block/Lot No.) N/A (Street); N/A (Subdivision/Village) N/A (Barangay); N/A (City/Municipality) N/A (Province); ZIP CODE
7. HEIGHT (m)	1.62		
8. WEIGHT (kg)	64		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street; Sitio, Ilawod San Isidro; Subdivision/Village Barangay; Baybay City Leyte; City/Municipality Province; ZIP CODE 6521
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121261456895		
12. PHILHEALTH NO.	132026352618		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	758-739-111	20. MOBILE NO.	09617501866
15. AGENCY EMPLOYEE NO.	VJO00126	21. E-MAIL ADDRESS (if any)	antonwakokers@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
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Bandalan		N/A	N/A
FIRST NAME	Lito	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Perez		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Bayno		N/A	N/A
FIRST NAME	Bienvenida		N/A	N/A
MIDDLE NAME	N/A		(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	Candadam Elementary School	Primary Education	2002	2008	Graduated	2008	N/A
SECONDARY	Visayas State University Laboratory High School	Secondary Education	2008	2012	Graduated	2012	N/A
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 Agibusiness	2012	2019	Graduated	2019	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	1/24/2025

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
Civil Service Eligibility(Professional)		March 13, 2022	Tacloban City		

(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	GOVT SERVICE (Y/ N)
From	To						
10/18/2019	12/31/2019	Data Encoder	Visayas State University	13,281.60		Job Order	Yes
01/01/2020	12/31/2020	Data Entry Machine Operator I	Visayas State University	15,208.80		Job Order	Yes
01/01/2021	12/31/2021	Data Encoder	Visayas State University	12,790.00		Job Order	Yes
01/01/2022	12/31/2022	Data Encoder	Visayas State University	12,790.00		Job Order	Yes
01/01/2023	12/31/2023	Clerk I	Visayas State University	13,274.80		Job Order	Yes
01/01/2024	12/31/2024	Clerk I	Visayas State University	13,274.80		Job Order	Yes
01/01/2025	Present	Clerk I	Visayas State University	13,274.80		Job Order	Yes

(Continue on separate sheet if necessary)

SIGNATURE [signature] DATE 1/24/2025

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 apppointed, 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.
Jennifer E. Ando	**Bunga, Baybay City, Leyte**	**9176569577**
Honey Sofia V. Colis	**Guadalupe, Baybay City, Leyte**	**9176341490**

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:	**5/12/2024**
ID/License/Passport No.:	**H-12-19-003701**
Date/Place of Issuance:	**Baybay City, Leyte**

Signature (Sign inside the box)

January 24, 2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 27 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON
VSU Director, Legal Affairs and Services

Person Administering Oath

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

(Continue on separate sheet if necessary)

VII. LE

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			
Investment Literacy Seminar(China Bank)	09/06/2017	09/06/2017	8	Technical	Convention Hall, VSU
DBM and SABS Orientation Seminar	10/14/2017	10/14/2017	8	Technical	RDE-Hall, VSU
BSAB 300-hour Practicum Program	6/19/2019	6/19/2019	8	Technical	RDE-Hall, VSU
Re-Orientation of Employee's Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8	Technical	Visayas State University
Virtual Data Privacy Act of 2022 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	Visayas State University
Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/21/2022	16	Technical	Visayas State University
ISO 9001:2015 Awareness/Re-awareness Seminar	8/30/2022	8/31/2022	16	Technical	RDE-Hall, VSU
ISO 9001:2015 Awareness/Re-awareness Seminar	2/15/2023	2/15/2023	8	Technical	Via Google Meet
GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University	8/22/2023	8/24/2023	24	Technical	Philrootcrops Training Hall, VSU, Baybay City, Leyte
ISO 9001:2015 Awareness/Re-awareness Seminar & Re-awreness Webinar	8/29/2023	8/29/2023	8	Technical	Visayas State University
Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU	11/29/2023	11/29/2023	8	Technical	Visayas State University
HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	Visayas State University
Orientation of Guidelines and Procedures on Processess/Services of the Offices under Administrative Services Office (ASO)	2/23/2024	2/23/2024	8	Technical	Visayas State University
Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes	9/26/2024	9/26/2024	8	Technical	Visayas State University

(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)
Computer Skills	N/A	N/A
Driving Skills		
Typing Skills		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/24/2025