

CS Form No. 212
Revised 2025

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 if accomplished through own handwriting. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

1. SURNAME	HERBOLINGO		
2. FIRST NAME	DEBIE JEAN		NAME EXTENSION (JR., SR)
MIDDLE NAME	MAGNO		
3. DATE OF BIRTH (dd/mm/yyyy)	13/11/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 2
7. HEIGHT (m)	1.49M	ZIP CODE	House/Block/Lot No.
8. WEIGHT (kg)	52KGS.		Subdivision/Village
9. BLOOD TYPE	O		BAYBAY CITY
10. UMID ID NO.	06-3697370-5		City/Municipality
11. PAG-IBIG ID NO.	1211-5941-5763	18. PERMANENT ADDRESS	PUROK 2
12. PHILHEALTH NO.	12-051466164-8	ZIP CODE	House/Block/Lot No.
13. PhilSys Number (PSN):	N/A		Subdivision/Village
14. TIN NO.	328-592-941-00		BAYBAY CITY
15. AGENCY EMPLOYEE NO.	N/A		City/Municipality
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	+639456799723		
21. E-MAIL ADDRESS (if any)	babydebs08@gmail.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	HERBOLINGO, PRINCESS DEBRIELLE	07/02/19
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	HERBOLINGO			
FIRST NAME	DOMINIC	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	DANCEL			
25. MOTHER'S MAIDEN NAME				
SURNAME	MAGNO			
FIRST NAME	BERNARDITA			
MIDDLE NAME	VILLACORTA			

(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
			From	To			
ELEMENTARY	SAN AGUSTIN ELEMENTARY SCHOOL	PRIMARY EDUCATION	01/06/01	01/03/07	GRADUATED	2007	N/A
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	HIGH SCHOOL	05/06/07	03/13/11	GRADUATED	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF ELEMENTEARY EDUCATION	03/06/11	04/22/15	GRADUATED	2015	N/A
GRADUATE STUDIES	NATIONAL TEACHERS COLLEGE	MASTER OF ARTS IN EDUCATION MAJOR IN EARLY CHILDHOOD EDUCATION	08/04/25	PRESENT	ON GOING	ON GOING	ON GOING

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 15, 2025
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V. CIVIL SERVICE ELIGIBILITY

7. CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Valid Until
PRC Licensed	82.8	10/02/22	TACLOBAN CITY	1991082	11/13/26

(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 (dd/mm/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To				
12/01/23	present	OFFICE CLERK	VISAYAS STATE UNIVERSITY - FACULTY OF FORESTRY AND ENVIRONMENTAL SCIENCE	12,000.00	Y
03/11/19	06/06/19	SALES EXECUTIVE	PROGRESS HOME & OFFICE FURNISHINGS-DAVAO	12,000.00	N
02/03/16	10/10/16	SECRETARY	ROBINSONS SUPERMARKET - ORMOC	10,000.00	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 15, 2025
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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 (dd/mm/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. 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 (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO 9001:2015 Awareness and Re-awareness Seminar	05/09/2025	5/09/2025	8	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	Orientation on the Roles and Responsibilities of Document and Records Controllers Webinar	04/09/2025	04/09/2025	8	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	Assessment in Learning: Training Workshop on Standardizing Test Questions	020/03/2025	21/03/2025	16	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	Orientation and Seminar-Workshop on Aligning Organization and People and Target Setting	13/01/2025	14/01/2025	16	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	In-House Seminar-Workshop on Basic Records and Archives Management	30/07/2024	31/07/2024	16	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation	29/07/2024	29/07/2024	8	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services Office (ASO)	23/02/2024	23/02/2024	8	TECHNICAL	VISAYAS STATE UNIVERSITY-MAIN CAMPUS







(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)
	Proficient in Microsoft Office (Word, Excel, PowerPoint), Google Workspace		N/A		N/A
	Customer Service		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 15, 2025
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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: _____ End of Contract Term _____												
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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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><tr><th>NAME</th><th>OFFICE / RESIDENTIAL ADDRESS</th><th>CONTACT NO. AND/OR EMAIL</th></tr><tr><td>MICHAEL BUZON</td><td>SAN ISIDRO, CANDADAM, BAYBAY CITY, LEYTE</td><td>9355785958</td></tr><tr><td>RENEZITA S. COME</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9988630524</td></tr><tr><td>MILA P. BALAN</td><td>BAYBAY CITY, LEYTE</td><td>9988466864</td></tr></table>		NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	MICHAEL BUZON	SAN ISIDRO, CANDADAM, BAYBAY CITY, LEYTE	9355785958	RENEZITA S. COME	VSU, BAYBAY CITY, LEYTE	9988630524	MILA P. BALAN	BAYBAY CITY, LEYTE	9988466864
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC ID</td></tr><tr><td>ID/License/Passport No.: 1991082</td></tr><tr><td>Date/Place of Issuance: March 15, 2023 / Ormoc City</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PRC ID	ID/License/Passport No.: 1991082	Date/Place of Issuance: March 15, 2023 / Ormoc City	<table><tr><td> Signature (Sign inside the box) Date Accomplished: 15/15/2023</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) Date Accomplished: 15/15/2023	 Right Thumbmark						
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SUBSCRIBED AND SWORN to before me this 15 OCT 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>ATTY. KAREN ABEGAL S. MONTERO VSU Director, Legal Affairs and Services</td></tr><tr><td>Person Administering Oath</td></tr></table>		ATTY. KAREN ABEGAL S. MONTERO VSU Director, Legal Affairs and Services	Person Administering Oath										
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