

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                       | VALENZONA   |  |  |
| FIRST NAME                       | CYR   | N/A  |  |
| MIDDLE NAME                      | VILLOCINO   |  |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 06/15/1984  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | BAYBAY CITY   | If holder of dual citizenship,<br>please indicate the details. |  |
| 5. SEX                           | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |  |  |
| 6 CIVIL STATUS                   | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: |  |  |
| 7. HEIGHT (m)                    | 1.73  | 17. RESIDENTIAL ADDRESS  | NA<br>House/Block/Lot No. Street<br>NA GABAS<br>Subdivision/Village Barangay<br>BAYBAY CITY LEYTE<br>City/Municipality Province  |
| 8. WEIGHT (kg)                   | 60  | ZIP CODE   | 6521   |
| 9. BLOOD TYPE                    | o   | 18. PERMANENT ADDRESS  | NA<br>House/Block/Lot No. Street<br>NA GABAS<br>Subdivision/Village Barangay<br>BAYBAY, CITY LEYTE<br>City/Municipality Province   |
| 10. GSIS ID NO.                  | NA  | ZIP CODE   | 6521   |
| 11. PAG-IBIG ID NO.              | 1210-9809-2438  | 19. TELEPHONE NO.  | NA   |
| 12. PHILHEALTH NO.               | 1305-0087-9611  | 20. MOBILE NO.   | 09368250871  |
| 13. SSS NO.                      | 06-2851995-7  | 21. E-MAIL ADDRESS (if any)                                    | cyrvalenzona0615@gmail.com   |
| 14. TIN NO.                      | 710-569-266   |  |  |
| 15. AGENCY EMPLOYEE NO.          |   |  |  |

II. FAMILY BACKGROUND

|                          |                     |                          |   |                            |
|--------------------------|---------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | VALENZONA           |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | BRENDA ME           | NAME EXTENSION (JR., SR) | CYRUS P. VALENZONA                                  | 11/28/2007                 |
| MIDDLE NAME              | PIAMONTE            |                          | CYBRIEL P. VALENZONA                                | 10/09/2018                 |
| OCCUPATION               | CLERK               |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | DBS, VSU            |                          |   |                            |
| BUSINESS ADDRESS         | VSU                 |                          |   |                            |
| TELEPHONE NO.            | 565 0600 local 1019 |                          |   |                            |
| 24. FATHER'S SURNAME     | VALENZONA           |                          |   |                            |
| FIRST NAME               | AGUSTINO            | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | BALLEBAS            |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |                     |                          |   |                            |
| SURNAME                  | VILLOCINO           |                          |   |                            |
| FIRST NAME               | MAXIMINA            |                          |   |                            |
| MIDDLE NAME              | MAZO                |                          | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                    | NAME OF SCHOOL<br>(Write in full)    | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>RECEIVED |
|------------------------------|--------------------------------------|--|----------------------|------|--|-------------------|--|
|                              |                                      |  | From                 | To   |  |                   |  |
| ELEMENTARY                   | GABAS ELEM.SCHOOL                    |  | 1991                 | 1997 |  | 1997              |  |
| SECONDARY                    | BAYBAY NATIONAL HIGH SCHOOL          |  | 1997                 | 2001 |  | 2001              |  |
| VOCATIONAL /<br>TRADE COURSE | NA                                   |  | NA                   | NA   |  | NA                |  |
| COLLEGE                      | BAYBAY INSTITUTE OF TECHNOLOGY (BIT) |  | 2001                 | 2002 | College Level  |                   |  |
| GRADUATE STUDIES             | NA                                   |  | NA                   | NA   |  | NA                |  |

(Continue on separate sheet if necessary)

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| SIGNATURE |  | DATE |  | CS FORM 212 (Revised 2017), Page 1 of 4 |
|-----------|--|------|--|---|

| IV. CIVIL SERVICE ELIGIBILITY  |  |                           |   |   |                         |   |                          |                            |
|--|--|---------------------------|---|---|-------------------------|---|--------------------------|----------------------------|
| 27.  | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT              | PLACE OF EXAMINATION / CONFERMENT   | LICENSE (if applicable) |   |                          |                            |
|  |  |                           |   |   | NUMBER                  | Date of<br>Validity   |                          |                            |
|  | DRIVER'S LICENSE   | NA                        | 05/11/2017  | LTO BAYBAY CITY, LEYTE  | H12-15-002937           |   |                          |                            |
|  |  |                           |   |   |                         |   |                          |                            |
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| 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<br>(mm/dd/yyyy)  |                           | POSITION TITLE<br>(Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY<br>(Write in full/Do not abbreviate) | MONTHLY<br>SALARY       | SALARY/ JOB/ PAY<br>GRADE (if<br>applicable)& STEP<br>(Format "00-0")/<br>INCREMENT | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVICE<br>(Y/ N) |
|  | From   | To                        |   |   |                         |   |                          |                            |
|  | 2021-present   |                           | Hatchery Technician                                 | LGU Baybay  | 350.00/day              |   | JO                       | N                          |
|  | 2017-2019  |                           | Research Laborer/Boat Operator                      | ITEEM VSU   |                         |   | JO                       | N                          |
|  | 4//2013  | 4/ /2016                  | Promodiser  | Metro Kitchenware Inc.  | 310/day                 |   | Contractual              | N                          |
|  | 11/ /2010  | 4/ / 2013                 | Promodiser  | Hopemart Inc.   | 280/day                 |   | Contractual              | N                          |
|  | 2009   | 2010                      | Laborer   | NOVOTEL   |                         |   | Contractual              | N                          |
|  | 2008   | 2009                      | Laborer   | HILAPNITAN  |                         |   | Contractual              | N                          |
|  | 2006   | 2007                      | Utility   | LAND SURVEY, BAYBAY   |                         |   | Contractual              | N                          |
|  |  |                           |   |   |                         |   |                          |                            |
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| SIGNATURE  |  |                           |   |   | DATE                    |   |                          |                            |
| CS FORM 212 (Revised 2017), Page 2 of 4  |  |                           |   |   |                         |   |                          |                            |

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |    | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|----|-----------------|---------------------------|
|     |   | From                            | To |                 |                           |
| NA  |   | NA                              | NA | NA              | NA                        |
|     |   |                                 |    |                 |                           |
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(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<br>(Write in full)   | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)  |
|-----|--|---|------------|-----------------|---|---|
|     |  | From  | To         |                 |   |   |
|     | Resource Speaker of training Applicable Freshwater Technologies for Tilapia Grow-out, Tilapia+Catfish+Tulya Ployculture, Tilapia+Ulang+Tulya Polyculture | 29/08/2025                                    |            | 8 Hrs           |   | Baybay City Training and Proiduction Display Center Sitio Cienda Gabas, Baybay City |
|     | Refresher Course on Tilapia Production   | 28/07/2023                                    |            | 8 hrs           |   | New City Hall-Bgry Gaas Baybay City, Leyte  |
|     | Tilapia Hatchery Management Training   | May 31,2021                                   | 04/06/2021 | 40 hrs          |   | BFAR8-Regional Freshwater Aquaculture Prodcution Center, Babtangon Leyte            |
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     | Swimming                   |     | NA   |     | NA  |
|     | Driving                    |     |  |     |   |
|     |                            |     |  |     |   |


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|-----------|--|------|--|---|
| SIGNATURE |  | DATE |  | CS FORM 212 (Revised 2017), Page 3 of 4 |
|-----------|--|------|--|---|



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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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br><hr/>   |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br><br>b. Have you been criminally charged before any court?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br><hr/><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>If YES, give details:<br>Date Filed: _____<br>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<br>If YES, give details:<br><hr/>  |
| 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br><hr/>  |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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<br>If YES, give details (country):<br><hr/>  |
| 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:<br>a. Are you a member of any indigenous group?<br><br>b. Are you a person with disability?<br><br>c. Are you a solo parent?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) |  |                            |
|--|--|----------------------------|
| NAME   | ADDRESS  | TEL. NO.                   |
| <b>DR. ANALYN M. MAZO</b>  | <b>DEPARTMENT OF BIOLOGICAL SCIENCES (DBS), BAYBAY CITY, LEYTE</b> | <b>565 0600 local 1019</b> |
| <b>Helen Brucal</b>  | <b>Dept. Head GMD, Prince Baybay</b>                               | <b>(053) 563-8239</b>      |
| <b>SATURNINO MORILLO</b>   | <b>CRFMO, BAYBAY</b>   | <b>09499423548</b>         |



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.)<br><b>PLEASE INDICATE ID Number and Date of Issuance</b><br><hr/> Government Issued ID:<br><hr/> ID/License/Passport No.:<br><hr/> Date/Place of Issuance:<br><hr/> | <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Date Accomplished</div> | <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Right Thumbmark</div> |
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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath