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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2 SURNAME ANDUYAN NAME EXTENSION (JR., SR) FIRST NAME CAROLINE MIDDLE NAME 3. DATE OF BIRTH 4/4/1984 16. CITIZENSHIP ✓ Filipino Dual Citizenship ✓ by birth by naturalization BAYBAY CITY, LEYTE Pls. indicate country: 4 PLACE OF BIRTH If holder of dual citizenship. please indicate the details Male 5 SEX ✓ Female ✓ Single 17. RESIDENTIAL ADDRESS Married 6 CIVIL STATUS TRES MARTIRES ST ☐ Widowed Separated Other/s: BAYBAY CITY ZONE 13 7. HEIGHT (m) 1.55 m 8. WEIGHT (kg) 73 kg ZIP CODE 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE AB+ TRES MARTIRES ST 10. GSIS ID NO. N/A BAYBAY CITY ZONE 13 11 PAG-IBIG ID NO 1210-6728-7283 LEYTE 12. PHILHEALTH NO. 07-050608686-6 ZIP CODE 6521 13. SSS NO. 02-2253324-5 19. TELEPHONE NO. N/A 14. TIN NO. 291-207-604 09196516518 / 09267984713 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) caroline.anduyan@vsu.edu.ph 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) RAFAELA B. ANDUYAN FIRST NAME N/A 2/19/2006 ADRIAN A. JOSE MIDDLE NAME N/A 7/10/2010 OCCUPATION N/A EMPLOYER/BUSINESS NAME Visavas State University **BUSINESS ADDRESS** Vsu, Baybay City, Leyte N/A TELEPHONE NO. 24. FATHER'S SURNAME **ANDUYAN** NAME EXTENSION (JR., SR) FIRST NAME RAMON MIDDLE NAME SESCON MOTHER'S MAIDEN NAME BERRI SURNAME FIRST NAME LOLITA APOSTOL MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE ACADEMIC HONORS RECEIVED BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL YEAR UNITS EARNED (if not graduated) LEVEL GRADUATED (Write in full) (Write in full) From To 3rd ELEMENTARY BAYBAY NORTH CENTRAL SCHOOL **Primary Education** 6/1/1991 4/1/1997 graduated 1997 Honorable Mention\ 1st BAYBAY NATIONAL HIGH SCHOOL SECONDARY **High School** 6/1/1997 4/1/2001 graduated 2001 Honorable mention VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE ACHELUR OF SCIENCE IN BU HOLY ANGEL UNIVERSITY ADMINISTRATION MAJOR IN FINANCE & 6/1/2001 4/1/2005 graduated 2005 COLLEGE MANAGEMENT ACCOUNTING HOLY ANGEL UNIVERSITY ASSOCIATE IN OFFICE ADMNISTRATION 6/1/2006 4/1/2008 2008 graduated GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A Bandul SIGNATURE 19/2022 1 DATE

and the second	SERVICE ELIG	THE RESIDENCE OF THE PARTY OF T						LIOCHOP III	and the text
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)				DATE OF EXAMINATION / CONFERMENT	ATION / CONFERMENT		LICENSE (if a	Date of Validity	
CSC SUB-PROFESSIONAL				Mar-22	Mar-22 LEYTE NORMAL UNIVERISTY, TACLOBAN CITY				
V WORK	EXPERIENCE		(Co	ntinue on separate shee	et if necessary)				
			work) Descriptio	n of duties should l	be indicated in the attache	ed Work Exp	erience sheet.		
28. INCL	USIVE DATES	POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY SALARY	SALARY/JOB/PAY GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOVT
From	To			(Write in fi	SERVICE (Y/N)				
				PANI II IO PAR	AS TIMBOL & PANLILIO		INCREMENT		
SEPT.2008	DEC. 2010	LEGAL SECRETARY/	RECEPTIONIST		W OFFICE	P7,000.00		Permanent	N
MAR. 2012	DEC. 2019	LEGAL SECR	ETARY	PARAS & TI	MBOL LAW OFFICE	P14,000.00		Permanent	N
FEB.2020	PRESENT	JO CLER	K	VISAYAS S	TATE UNIVERSITY	P12,174.80		JO	Υ
				4					
				-					
								-	
	-								
					0				
	1 1								
	-								
					1				
			1- 1-						
		_	Name and Address of the Owner, where the Owner, which is the Owne	ntinue on separate shee					
SIGN	IATURE	0	Benduy		DATE	J	19/2022	FORM 212 (Revised 20	

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
WA .	N/A	N/A	N/A	N/A		
	minus an ana	cheel if near				
(Lo.) VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROSTED INTERVENTIONS/TRAINING PROSTED INTERVENTIONS/TRAINING PROSTED INTERVENTIONS/TRAINING PROSTED INTERVENTIONS/TRAINING PROSTED INTERVENTIONS/TRAINING LIBERT FOR		NDED		gerial 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	CONDUCTED/ SPONSORED BY (Write in full)	
ORIENTATION ON DATA PRIVACY ACT OF 2012 WORKSHOP ON REVISITING THE STRATEGIC PLAN FOR ODAS & GSO ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	4/8/2022 3/15/2022 2/24/2022 9/13/2021	4/8/2022 3/16/2022 2/24/2022 9/13/2021	8hours 16hours 4hours		VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY	
CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: THE BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR WEBINAR PRESENTATION ON "DOCUMENT TRACKING SYSTEM"	1/27/2021 11/27/2020 11/13/2020	1/27/2021 11/27/2020 11/13/2020	4hours 2hours 3hours		DEPARTMENT OF SCIENCE AND TECHNOLOGY VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY	
WEBINAR PRESENTATION ON DOCUMENT TRACKING STSTEM	111132320	11/13/2020	onours		VIOLING STATE ORIVERSTIT	
VIII. OTHER INFORMATION	ontinue on separate					
31. SPECIAL SKILLS and HOBBIES 32. NO. COMPUTER LITERATE STENOGRAPHY	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) PHILIPPINE ASSOCIATION OF STUDENTS OFFICE ADMINISTRATION	
KEYBOARDING/TYPING (Co	ontinue on separate	sheet if necessar	y)			
SIGNATURE OBTAN	m			DATE	1/19/2022	

34.	Are you related by consanguinity or affinity to the appointing					
	chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	e supervision over you in the Office,				
	a. within the third degree?	YES	☑ NO			
	b. within the fourth degree (for Local Government Unit - Car		☑ NO			
		If YES, give details				
35.	a. Have you ever been found guilty of any administrative offer	ense?	YES INO			
			If YES, give details:			
	b. Have you been criminally charged before any court?		YES	☑ NO		
	Similary oranged boroto any country		If YES, give details			
			Date Filed:			
	* PRES (1965)		Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of an	ny law, decree, ordinance or regulation by	YES	✓ NO		
	any court or tribunal?		If YES, give details:			
				-		
37.	Have you ever been separated from the service in any of the		YES	☑ NO		
	retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	nd of term, finished contract or phased out	If YES, give details:			
38	Have you ever been a candidate in a national or local ele-	ction held within the last year (except				
50.	Barangay election)?	otion floid within the last year (except	☐ YES ☑ NO If YES, give details:			
	b. Have you resigned from the government service during the	so three (2) month period before the last				
	election to promote/actively campaign for a national or local		☐ YES ☑ NO If YES, give details:			
30	Have you acquired the status of an immigrant or permanent					
33.	That's you adjust all distance of all illustration politicalism	resident of another country?	☐ YES ☑ NO If YES, give details (country):			
			ii 123, give details	(wuntry).		
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	ana 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 If YES, please specify	ID No:		
C.	Are you a solo parent?		YES NO			
			If YES, please specify			
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	(appointee)				
	NAME	ADDRESS	TEL. NO.			
Wash	ATTY IEDOME T DADAC					
	ATTY. JEROME T. PARAS	ANGELES CITY, PAMPANGA	9172549001	Ma all		
	ATTY. ELAIAS T. TIMBOL	ANGELES CITY, PAMPANGA	9175293812			
42.	I declare under oath that I have personally accomplished	this Personal Data Sheet which is a tr	ie correct and			
	complete statement pursuant to the provisions of pertine			C/Bhdug-		
	Philippines. I authorize the agency head/authorized represe			CAROLINE B. ANDUYAN		
	agree that any misrepresentation made in this docu administrative/criminal case/s against me.	ment and its attachments shall cause	e the filing of	РНОТО		
	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)			A STATE OF THE PARTY OF THE PAR		
	LEASE INDICATE ID Number and Date of Issuance					
Go	overnment Issued ID: Driver's License					
ID	/License/Passport No.: H12-20-002156	x)	"Miles Marial Maria Cara Cara Cara Cara Cara Cara Cara			
Da	ate/Place of Issuance: Baybay City, Leyte		Right Thumbmark			
_		Date Accomplished		ragiic i numbridi k		
	SUBSCRIBED AND SWORN to before me this		g his/her validly issued g	overnment ID as indicated above.		
		All				
		Mgn				
		ATTY, RYSAN C. GUINOCOR VSU Chief Legal Officer				
	_					
		Person Administering Oatl	1			