

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	PABROQUEZ		
FIRST NAME	GRECILDA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FERNANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	4/2/2000	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	5'1	ZIP CODE	6521
8. WEIGHT (kg)	65kg		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Zone 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	13-250349323-7		
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.	621-776-686-00000	20. MOBILE NO.	09700898470
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	grecildadangs2000@gmail.com


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	PABROQUEZ			
FIRST NAME	RAUL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ABANERA			
25. MOTHER'S MAIDEN NAME				
SURNAME	FERNANDEZ			
FIRST NAME	GRACE			
MIDDLE NAME	GUCELA		(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	Patag Elementary School		2006	2012			
SECONDARY	Baybay National High School		2012	2016			
VOCATIONAL / TRADE COURSE	Baybay City Senior High School	Accountancy Business Management	2016	2018			With Honors
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2018	2022			
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07 AUG 2025
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CS FORM 212 (Revised 2017), Page 1 of 4

[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	07 AUG 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 (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

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			
	Career Guidance and Job-Seeking Seminar in Statistic	12/3/2017	12/3/2017	6Hours		Visayas State University
	NGCP Training	12/4/2019	12/4/2019	8Hours		NGCP
	Regional Youth Leaders for Peace Summit	12/12/2021	12/15/2021	36 Hours		YOUTH of Region 8
	Mental Health Wellness Seminar	4/25/23	4/25/23	8Hours		Visayas State University
	ISO 9001:2015 Awarness & Re-awareness Webinar	8/29/23	8/29/23	4 Hours		Visayas State University
	The 5s Revolution for Clerk and Heads	11/29/2023	11/29/2023	3 Hours		Visayas State University
	HRIS Software Onboarding	12/06/2023	12/06/2023	8 Hours		Visayas State University
	From Policy to Practice: EODB,DPA of 2012, and PIA Reorientation for Visayas State University	7/29/2024	7/29/2024	8 Hours		Visayas State University
	Seminar Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/24	16 Hours		Visayas State University
	SALN COMPLIANCE: ENSURE TRANSPARENCY AND ACCOUNTABILITY AT VSU	1/28/25	1/28/25	8 Hours		Visayas State University
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTION IN VSU	3/13/25	3/13/25	8 Hours		VISAYAS STATE UNIVERSITY
	Yung Sumakses ka!: Toolkits for Flourishing	3/4/2025	3/4/2025	8 Hours		VISAYAS STATE UNIVERSITY
	FORESTING PSYCHOLOGICAL SAFETY IN THE WORKPACE	4/30/2025	4/30/2025	8 Hours		VISAYAS STATE UNIVERSITY
	Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012, and Privacy Impact Assessment for Visayas State University Personnel	10/6/2025	10/6/2025	8 Hours		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 Literacy				
	Communication Skills				
	Good in Handling Children				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07 AUG 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)?

☐ YES

☐ NO

☐ YES

☐ 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?

☐ YES

☐ NO

If YES, give details:

☐ 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)?

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:

☐ 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.
ATTY. RYSAN C. GUINOCOR-DIRECTOR,ASO	Visca, Baybay City Leyte	9173136266
ATTY. KAREN ABEGAIL S. MONTERON-DIRECTOR,LAS	Brgy. Cogon Baybay City Leyte	9668332544
SHEILA MARIE GONZAGA-ADMIN AIDE III,DALL	Brgy. Patag Baybay City Leyte	9380380782

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.



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

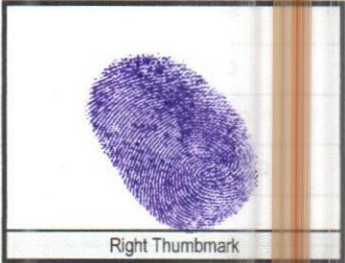
Government Issued ID: National ID

ID/License/Passport No.: 3640-7201-6052-9584

Date/Place of Issuance: September 16, 2022

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 AUG 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON

VSU Director, Legal Affairs and Services

Person Administering Oath