

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	Edilo-Balberona		
FIRST NAME	Marie Claire		NAME EXTENSION (JR., SR)
MIDDLE NAME	Rallos		
3. DATE OF BIRTH (mm/dd/yyyy)	02/09/1985	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	Maasin City, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<div>House/Block/Lot No. Street</div> <div>San Jose</div> <div>Subdivision/Village Barangay</div> <div>Sogod Southern Leyte</div> <div>City/Municipality Province</div> <div>6606</div>
7. HEIGHT (m)	1.524 Meters	18. PERMANENT ADDRESS	<div>House/Block/Lot No. Street</div> <div>Capitol Site Asuncion</div> <div>Subdivision/Village Barangay</div> <div>Maasin City Southern Leyte</div> <div>City/Municipality Province</div> <div>6600</div>
8. WEIGHT (kg)	50 Kilograms		ZIP CODE
9. BLOOD TYPE	A+		ZIP CODE
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1640-0083-5521		
12. PHILHEALTH NO.	12-050669452-9	19. TELEPHONE NO.	6600
13. SSS NO.	06-2444178-6		
14. TIN NO.	241-385-653	20. MOBILE NO.	0995 719 4393
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	vinzelgreyson@gmail.com


II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Balberona		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Revi Rubar	NAME EXTENSION (JR., SR)	Art Steven E. Concan	26/07/2006
MIDDLE NAME	Ybañez		Aiah Marie Angellie Balberona	15/07/2012
OCCUPATION	Area Collector		Jherk Craven Xyruz Balberona	12/01/2000
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.	0926 238 4657			
24. FATHER'S SURNAME	Edilo			
FIRST NAME	Artemio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Dugos			
25. MOTHER'S MAIDEN NAME				
SURNAME	Rallos			
FIRST NAME	Lolita			
MIDDLE NAME	Salarda		(Continue on separate sheet if necessary)	




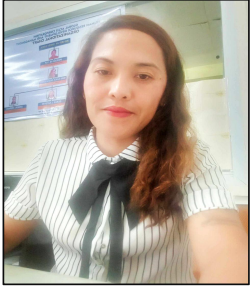

III. EDUCATIONAL BACKGROUND

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	Saint Joseph College, Maasin City		14/06/1992	20/06/1998		1998	
SECONDARY	Saint Joseph College, Maasin City		14/06/1998	20/06/2002		2002	
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	University of San Carlos, Cebu City	Bachelor of Science in Psychology	14/06/2002	20/06/2007		2007	
GRADUATE STUDIES	Cebu Normal University, Cebu City	Master of Arts in Guidance & Counseling	01/06/2010		36 Units		
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		October 10, 2024		

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IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE BARANGAY	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
				NUMBER	Date of Validity		
Career Service Professional Eligibility	81.3	26/10/2014	Saint Joseph College, Maasin City		09/12/2014		
Non-Professional Driver's License			Land Transportation Office, Maasin City	H05-17-000772	09/02/2022		
(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	GOV'T SERVICE (Y/ N)
From	To						
17/07/2024	Present	Admin-HR Officer	Global Acjjj Corporation	25,000.00		Regular	No
28/12/2023	03/28/2023	Human Resources Manager	Phil-Union Frozen Foods, Inc.	30,000.00		Probationary	No
03/10/2016	04/12/2022	Human Resources Manager	LivingHope Hospital, Inc.	23000.00		Regular	No
02/07/2015	30/06/2016	Administrative/Human Resource Staff	Office of the Provincial Administrator	320 per day		Job Order	Yes
22/10/2013	05/12/2014	Technical Consultant/Representative	TelePerformance Philippines, Inc.	16000.00		Regular	No
15/02/2013	01/08/2013	Customer Service Representative	AEGIS People Support	13000.00		Regular	No
25/01/2010	10/01/2013	Customer Service Representative	Expert Global Solutions (EGS)	11000.00		Regular	No
30/06/2008	16/01/2010	Technical Support Representative	Sykes Asia, Inc.	12117.06		Regular	No
01/08/2005	01/12/2005	Service Crew	Cebu Chowking Food Corporation (E-Mall Branch)	275 per day		Part-Time	No
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		October 10, 2024	

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			
	Red Cross Million Volunteer Run 3	06/02/2016	06/02/2016	8 Hours	Volunteer	
	Maasin - Salt City Softball Team			8 Hours	Volunteer	
(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 (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			
	HR Payroll and other Government Compliances	10/14/2024	10/19/2024	16 Hours	Technical	AZE VECTOR GLOBAL TRAINING CORPORATION
	Training for Techncial Experts in Basic Qualification Certificate (BQC) Assessment Package Development for the Seafood Processing Sector	02/21/2023	02/22/2023	16 Hours	Technical	Cebu Chamber of Commerce & Industry, Inc.
	Hazard Identification, Risk Assessment and Control (HIRAC)	8/26/22	8/26/22	8 hours	Supervisory	AVIETCS Training & Consultancy Servcies
	Loss Control Management (LCM)	8/22/22	08/25/22	40 hours	Supervisory	AVIETCS Training & Consultancy Servcies
	Virtual Orientation on National Policy on Patient Safety in Health Facilities	18/05/2021	18/05/2021	8 hours	Supervisory	Health Facility Development Unit, DOH, Gov't Center, Palo, Leyte
	International Seminar Workshop on Leadership Skills Building for Non-Teaching Personnel for the Better Normal	30/04/2021	02/05/2021	24 hours	Supervisory	Center for Human Research and Development Foundation, Inc. in cooperation with Southeast Asian Research Collaborators' Hub
	Basic Occupational Safety and Health Training (BOSH)	22/03/2021	26/03/2021	40 hours	Managerial	AVIETCS Training & Consultancy Servcies
	World Café of Opportunities (WCO)	27/08/2019	27/08/2019	8 hours	Managerial	Technical Education and Skills Development Authority- So. Leyte Provincial Office
	Provincial Consultative Workshop on Health Care Provider Network	13/03/2019	13/03/2019	8 hours	Managerial	Dept. of Health, Eastern Visayas for Health Development: Prov. DOH Office, Maasin City
	Work Immersion Partner Institution Supervisor	28/03/2019	28/03/2019	S.Y.2018-2019	Supervisory	Partnership:LivingHope Hospital and Maasin Christian Academy
	Employer's Forum 2018	25/10/2018	25/10/2018	8 hours	Managerial	Philippine Health Insurance Corporation-Maasin Service Office
	First City Government Sponsored Job Fair 2018	13/08/2018	13/08/2018	8 hours	Managerial	City Investment Promotion and Tourism Office- Maasin City, Southern Leyte
	ISTIV-PAP Training	12/07/2018	12/07/2018	8 hours	Managerial	DOLE-National Wages & Productivity Commission (Regional Tripartite Wages & Productivity Board VIII)
	ISTIV-PAP Training	12/04/2018	12/04/2018	8 hours	Managerial	Department of Labor and Employment-So. Leyte Provincial Filed Office
	Work Immersion Partner Institution Supervisor	28/03/2018	28/03/2018	S.Y.2017-2018	Supervisory	Partnership:LivingHope Hospital and Maasin Christian Academy
	Public Consultation on the Minimum Wage in Region VIII	22/03/2018	22/03/2018	8 hours	Managerial	Department of Labor and Employment-So. Leyte Provincial Filed Office
	National TVET Enrollment Day and Jobs Bridging	27/02/2018	28/02/2018	16 hours	Managerial	Technical Education and Skills Development Authority- So. Leyte Provincial Office
	Ronda Opisina-Employers' Forum Cy2017	18/05/2017	18/05/2017	8 hours	Managerial	Philippine Health Insurance Corporation-Regional Office VIII
	Building Institution through Customer Service Satisfaction	08/03/2017	08/03/2017	8 hours	Managerial	Dr. Amelia Y. Castro-Cuyugan of Philippine Medical Association Unilab CME Center
	Orientation on Lactation Management	19/01/2017	19/01/2017	8 hours	Technical	Provincial Health Services Office-Maasin City
	Hands-Only CPR with AED	11/01/2017	11/01/2017	8 hours	Technical	Phil. Heart Association, Inc. and Phil. College of Cardiology
	Reactivation of Southern Leyte PTIPC, POSHNET & HRT-ITC Cum-Orientation/Seminar on Current DOLE Issuances	16/12/2016	16/12/2016	8 hours	Managerial	Department of Labor and Employment-So. Leyte Provincial Filed Office
	"Dialogue/Meeting with Level 1 Hospitals' Key Personnels"	22/11/2016	23/11/2016	16 hours	Managerial	Department of Health Regional Office VIII
	Educational Exposure Trip	11/09/2015	11/09/2015	8 hours	Technical	Office of The Provincial Governor-So. Leyte Provincial Research & Extension Center
	Gestalt Oriented Counseling & Psychotherapy across Lifespan Development	07/03/2015	07/03/2015	8 hours	Technical	Psychosomatherapia-Vice Governor's Conference Room, Legislative Building, Provincial Capitol, Compound, Cebu City
	Three Seminar Series: Adventure Programming, Gestalt Dream Analysis and Using Fairy Tales in Gestalt Therapy	22/03/2014	22/03/2014	8 hours	Seminar-Workshop	Association for the Advancement of Humanistic Psychology, Cebu City
(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 Literate (MS Word/Excel/Powerpoint)		Loyalty Awardee & Volleyball Varsity Player Primary-Secondary School		Saint Joseph College, Maasin City, So. Leyte	
	Excellent Communication Skills		CAT Officer-5th Platoon Leader SY2001-2002		Saint Joseph College, Maasin City, So. Leyte	
	Event Organizing		Outstanding Commitment to Excellent Customer Service		TelePerformance Philippines, Inc., Cebu City	
	Facilitating Skills (Orientation/Seminar)		Lead Performer/Dancer at the Crystal Jubilarians of HS Class 2002 for winning 2nd Place in the Dance Competition during 2017 SJC Alumni Homecoming		Saint Joseph College, Alumni Foundation, Inc. Maasin City	
	Volleyball/Badminton/Softball/Table Tennis Player		Most Supportive Stakeholder recognition given on December 14, 2018		Lunas National High School, Schools Division Office, Maasin City, Department of Education	
	Dancing and Singing		KEYNOTE SPEAKER: School-Based Career Guidance Advocacy on February 7, 2019		Lunas National High School, Schools Division Office, Maasin City, Department of Education	
	Collaborating/Coordinating Skills		GUEST SPEAKER: During the Conduct of School-Based In-Service Training (INSET) Plan "Human Essence: The Power of Positive Mind"		Maria Clara Integrated School, Schools Division of Maasin City, Department of Education	
			RESOURCE SPEAKER: Career Orientation Program for Grade 10 Learners on April 25th, 2022		Maria Clara Integrated School, Schools Division of Maasin City, Department of Education	
			Member of the of Assessor during the Bassic Qualification Certificate (BQC) Assessment for the Seafood Production Worker and Quality Inspector Qualificatins on March 13, 2023 at Cebu Chamber Centre			
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	October 10, 2024	

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: <u>Resignation</u></div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specifv ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Cong. Christopher "Coco" M. Yap</td><td>Sogod, Southern Leyte</td><td>0917 629 9970</td></tr><tr><td>Mr. Ben de Paz</td><td>Sogod, Southern Leyte</td><td>0997 871 3162</td></tr><tr><td>Engr. Nelson G. Tan</td><td>Slem-Coop Village, Bgry. Ibarra, Maasin City</td><td>0917-323-0324</td></tr></table>		NAME	ADDRESS	TEL. NO.	Cong. Christopher "Coco" M. Yap	Sogod, Southern Leyte	0917 629 9970	Mr. Ben de Paz	Sogod, Southern Leyte	0997 871 3162	Engr. Nelson G. Tan	Slem-Coop Village, Bgry. Ibarra, Maasin City	0917-323-0324
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Engr. Nelson G. Tan	Slem-Coop Village, Bgry. Ibarra, Maasin City	0917-323-0324											
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: Non-Professional Driver's License</td></tr><tr><td>ID/License/Passport No.: H05-17-000772</td></tr><tr><td>Date/Place of Issuance: LTO, Maasin 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: Non-Professional Driver's License	ID/License/Passport No.: H05-17-000772	Date/Place of Issuance: LTO, Maasin City	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>October 10, 2024</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	October 10, 2024	Date Accomplished				
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Signature (Sign inside the box)													
October 10, 2024													
Date Accomplished													
	<div> PHOTO</div> <div> Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													

