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.

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7. CAREE	R SERVICE DA 40	VICE ELIGIBILITY VICE/ RA 1080 (BOARD/ BAR) UNDER PATING DATE OF				LICENSE (if applicable)			
1 120000	SPECIAL LAW		RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date o
	Career Service Professional 81.59 05/22/2011 Tacloban City					N/A	N/A		
. WORK	experienc)E		(Continue on separate she	et if necessary)				
nclude priva		t. Start from your recen	E	DEPARTMENT / AGE	e indicated in the affachs	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV"
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01/01/2023	PRESENT	Administrative Ai	de VI	Visayas	State University	17,553.00	6-1	Permanent	Y
01/01/2022		Administrative Ai	de VI	Visayas	State University	16,877.00	6-1	Permanent	Υ
08/02/2021		Administrative Ai	de VI	Visayas	State University	16,200.00	6-1	Permanent	Υ
01/01/2021		Administrative Ai	de IV	Visayas	State University	14,400.00	4-1	Permanent	Υ
01/01/2020		Administrative Al	de IV	Visayas State University		13,807.00	4-1	Permanent	Υ
02/18/2019		Administrative A	de IV	Visayas State University		13,214.00	4-1	Permanent	Υ
02/18/2019		Administrative Al	de IV	Visayas State University		13,214.00	4-1	Permanent	Υ
01/01/2019	02/17/2019	Administrative A	de III	Visayas State University		12,466.00	3-1	Permanent	Υ
01/01/2018	02/17/2019	Administrative A	de III	Visayas State University		11,914.00	3-1	Permanent	Υ
01/01/2017	12/31/2017	Administrative A	de III	Visayas	State University	11,387.00	3-1	Permanent	Υ
11/02/2016	12/31/2016	Administrative A	de III	Visayas	State University	10,883.00	3-1	Permanent	Υ
05/10/2013	11/08/2023	Technical Service Rep	resentative	Experts (Global Solutions	10,000.00	-	Temporary	N
				(Continue on separate she	at if an annual and	1			

29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF		POSITION / NATURE OF WORK
(man)		From	To	HOURS		
N/A		N/A	N/A	N/A		N/A
					,	
III. LEARNING AND DEVELOPMENT (L&D) INTERVENTION (art from the most recent L&D/training program and include only the relovant L&D/tr				A STATE OF THE PARTY OF THE PAR	gerial positions;	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PI (Write in full)	ROGRAMS	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and O Documents and Records Control Procedure Manuals and Guidelines	Cascading of	09/07/2022	09/07/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
ISO 9001:2015 Awareness/Re-awareness Seminar		08/30/2022	08/30/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
andatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Fo College Holline Agents	ical Persons, and	08/25/2022	08/25/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
Re-Orientation of Employees' Duties and Responsibilities and Customer Servi	ces	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visa State University
Ceronavirus Vaccine: Are You Willing to Take the Shot?		02/23/2021	02/23/2021	4	Technical	College of Arts and Science, Visayas State University
Control your Records before They Control You: The Basics of Records Management and F	Records Control*	01/27/2021	01/27/2021	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
Document Tracking System		11/13/2020	11/13/2020	4	Technical	Human Resource Information System, Visayas State Univer
Identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)		08/28/2020	08/28/2020	4	Technical	Supply, Procurement and Property Management Information System (SPPMIS), VSU
Working Towards Personal Effectiveness			11/23/2018	32	Technical	Personnel Officers Association of the Philippines, Inc. (POA
Orientation on Preparation of Documents for the Internal Audit		07/26/2017	07/26/2017	8	Technical	Quality Assurance Center, Visayas State University
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit		03/02/2017	03/03/2017	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
Full Awareness Training Course ISO 9001:2015		01/26/2017	01/27/2017	16	Technical	AJA Registrars Inc.
					_	
					8	
/III. OTHER INFORMATION	(Co	ontinue on separat	e sheet if nocessary)		
31. SPECIAL SKILLS and HOBBIES 32.	NON		TINCTIONS / REC	OGNITION	140 2 219	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO
Customer Service		N/A				VSU Alumni Association
Driving two/four wheels vehicles						VSU ADMINISTRATIVE PERSONNEL ASSOCIATIO (VSU-ADPA)
Ability to format and manipulate reports, data, spreadsheets and graphics packages(i.e MS Office) an					Visayas State University Credit Cooperative	
Oral and Written Communication skills						
Records Management						
Clerical Skills						
	(Co	ontinue on separat	e sheef if necessary			<u> </u>
SIGNATURE	h	N		DA	TE	03/02/2023

34. Are you related by consanguinity or affinity to the appoin the chief of bureau or office or to the person who has im Office, Bureau or Department where you will be apppoin	mediate supervision over you in the		3		
a, within the third degree?	YES [✓ NO			
b. within the fourth degree (for Local Government Unit -	YES [If YES, give details:	NO			
35. a. Have you ever been found guilty of any administrative	YES [✓NO			
b. Have you been criminally charged before any court?	YES [If YES, give details: Date Filed: Status of Case/s:	✓ NO			
36. Have you ever been convicted of any crime or violation or regulation by any court or tribunal?	YES [NO			
37. Have you ever been separated from the service in any o retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?		YES [If YES, give details:	No vious employer relocated		
38. a. Have you ever been a candidate in a national or local (except Barangay election)?	election held within the last year	☐YES ☑NO If YES, give details:			
b. Have you resigned from the government service durin last election to promote/actively campaign for a national	☐YES ☑NO If YES, give details:				
39. Have you acquired the status of an immigrant or perman	☐YES ☑NO If YES, give details (country):				
a. Are you a member of any indigenous group?b. Are you a person with disability?c. Are you a solo parent?	If YES, please specify: YES If YES, please specify	✓NO			
41. REFERENCES (Person not related by consanguinity or affinity to appli	cant /appointee)				
NAME	ADDRESS	TEL. NO.			
Nilda T. Amestoso	VSU, Visca, Baybay City, Leyte	09362081944			
Jannet C. Bencure	VSU, Visca, Baybay City, Leyte	09478909056	0		
Jundy R. Castil	09124147540	i ii			
42. I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized repre agree that any misrepresentation made in this docu administrative/criminal case/s against me.	nent laws, rules and regulations of the esentative to verify/validate the contents	Republic of the stated herein. I			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DL	h.				
ID/License/Passport No.: H1217002609	Signature (Sign inside the b	oox)	The state of the s		
Date/Place of Issuance: 07/08/2022 / Baybay City, Leyte	03/02/2023 Date Accomplished		Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	1 4 MAR 2023 , affiant exh	ibiting his/her validly issue	d government ID as indicated above.		
	Person Administering Oa	cor r			