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. Print legibly. Tick appropriate boxes 🔲) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE (Do not fill up. For CSC use only 2. SURNAME Villaber NAME EXTENSION (JR., SR) FIRST NAME Rachel Jane MIDDLE NAME 3. DATE OF BIRTH 02/02/1994 16. CITIZENSHIP ☐ Dual Citizenship (mm/dd/yyyy) ☐ by birth □ by naturalization 4. PLACE OF BIRTH Baybay City, Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details. ☑ Female 5. SEX □ Male 293 A ✓ Single ☐ Married 17 RESIDENTIAL ADDRESS Ramon Magsaysay Avenue 6 CIVIL STATUS House/Block/Lot No ☐ Widowed ☐ Separated Poblacion Zone 23 ☐ Other/s: Subdivision/Villag Baranga Baybay City Leyte 7. HEIGHT (m) 1.63 Citv/Municipality Province 8. WEIGHT (kg) 83 ZIP CODE 6521 18. PERMANENT ADDRESS Ramon Magsaysay Avenue 293 A В 9. BLOOD TYPE House/Block/Lot No Street Poblacion Zone 23 10 GSIS ID NO Subdivision/Village Baybay City Leyte 11. PAG-IBIG ID NO. Province City/Municipality 12 PHILHEALTH NO 030511941551 ZIP CODE 6521 13. SSS NO. 34-4721808-3 19. TELEPHONE NO 14. TIN NO. 336-891-410-00000 20. MOBILE NO. 09223702516 21. E-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO racheljanevillaber@gmail.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO 24. FATHER'S SURNAME Villaber IAME EXTENSION (JR., SR) Pablo FIRST NAME MIDDLE NAME Dupal 25. MOTHER'S MAIDEN NAME SURNAME Son FIRST NAME Ma. Melba MIDDLE NAME Luta (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC YEAR LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From FI FMFNTARY Franciscan of Immaculate Conception N/A 06/06/2000 03/31/2006 N/A 2006 N/A SECONDARY Visayas State University Laboratory High School N/A 04/05/2010 N/A 2010 N/A 06/12/2006 VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE COLLEGE Visayas State University BS in Biotehnology 06/07/2010 06/14/2019 N/A 2019 N/A GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A SIGNATURE DATE July 09, 2025

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) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK		
VII I EARNING AND DEVELOPMENT (180)	(Con	tinue on separate s	sheet if necessary)					
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PI 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)		
Teaching English as a Foreig	ın l anguage	From	То		recillicaletoj	Teacher Record		
rodoning English as a l'Olsig	, =g==g=	10/10/2023	26/10/2023			- COUNTY TOUCH		
VIII. OTHER INFORMATION	(Cont	tinue on separate s	sheet if necessary)					
31. SPECIAL SKILLS and HOBBIES	32. NON-	-ACADEMIC DISTIN (Write	ICTIONS / RECOG e in full)	NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
Administrative & Virtual Support								
Technical Skills								
Customer Service								
	(Cont	tînue on separate s	sheet if necessary)					
SIGNATURE				DA	ATE	July 09, 2025 CS FORM 212 (Revised 2017), Page 3 of 4		

IV. CIVIL S	ERVICE ELIG	IBILITY							
27. CARE	ER SERVICE/ RA 1 SPECIAL LA	1080 (BOARD/ BAR) UNDER WS/ CES/ CSEE	RATING	DATE OF EXAMINATION / PLACE OF EXAMINATION / CONFERMENT			LICENSE (if applicable)		
BA		ITY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	PLACE OF EXAMINATION / CONFERMENT		NUMBER	Date of Validity	
V WORK	XPERIENCE		(Con	ntinue on separate sheet	if necessary)				
		nt. Start from your recen	t work) Description	n of duties should be	indicated in the attache	d Work Expe	erience sheet.		
28. INCLU	JSIVE DATES m/dd/yyyy)	POSITION T		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF	GOV'T SERVICE
From	То	(Write in full/Do not		(Write in full/Do not abbreviate)		SALARY	(Format "00-0")/ INCREMENT	APPOINTMENT	(Y/N)
01/04/2016	03/24/2017	Customer Service R	epresentative	Т	eletech	18000.00	N/A	Permanent	N
09/03/2019	04/08/2022	National Channe	el Support	Quantrics Enterprise		19000.00	N/A	Permanent	N
04/30/2022	09/01/2023	Virtual Assi		Catch Creation		19000.00	N/A	Casual	N
06/19/2023	12/30/2024	Store Man	ager	Boky's Diner		14000.00	N/A	Temporary	N
05/02/2025	05/12/2025	DESO Technical S		COMELEC		9000.00	N/A	Contractual	Y
		2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			·				
	1								
	1								
	 								
			(Con	ntinue on separate sheet	if necessary)				
SIGN	ATURE	The state of the s	• · ·		DATE			July 09, 2025	
							CS	FORM 212 (Revised 20)17), Page 2 of 4

34. Are you related by consanguinity or affinity to the appointing	g or recommending authority, or to the						
chief of bureau or office or to the person who has immediate							
Bureau or Department where you will be apppointed,							
a. within the third degree?	☐ YES ☑	NO					
b. within the fourth degree (for Local Government Unit - Ca	reer Employees)?	☐ YES ☑	NO				
	If YES, give details:						
- a Haya yay ayar baan fayad ayilky af any administrative at	wannan						
35. a. Have you ever been found guilty of any administrative of	Tense?	☐ YES ☑	NO				
		If YES, give details:					
b. Have you been criminally charged before any court?		NO					
	If YES, give details: Date Filed:						
	Status of Case/s:						
36. Have you ever been convicted of any crime or violation of a	☐ YES ☑	l NO					
by any court or tribunal?		If YES, give details:					
	-						
37. Have you ever been separated from the service in any of the] NO				
retirement, dropped from the rolls, dismissal, termination, e	If YES, give details:						
out (abolition) in the public or private sector? 38. a. Have you ever been a candidate in a national or local ele							
Barangay election)?	ection neid within the last year (except	☐ YES ☑ NO If YES, give details:					
b. Have you resigned from the government service during t	the three (3)-month period before the	□ YES ☑ NO					
last election to promote/actively campaign for a national or	If YES, give details:						
39. Have you acquired the status of an immigrant or permanen	<u>-</u>	✓ NO					
		If YES, give details (country):					
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma							
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 ☑ NO						
	If YES, please specify ID No:						
c. Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No:					
44 DEFENDENCE (Description of the latest transfer of the latest tran	A James States N	III TES. BISGOS SEGUIT IE					
41. REFERENCES (Person not related by consanguinity or affinity to applican	,	vo					
NAME	ADDRESS	TEL. NO.					
Krystal Era Villocino	Brgy. Kansungka, Baybay City, Leyte	9502390463					
Joelie Ann Tinambunan	Taytay, Rizal	9360342061	6				
Kaiza Marie Beray	Brgy. Caridad, Baybay City, Leyte	9174240300					
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 pertin							
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.) PLEASE INDICATE ID Number and Date of Issuance		•					
Government Issued ID: Passport	(12	•					
ID/License/Passport No.: P9786972B	79						
	Signature (Sign incide the b	ox)					
Date/Place of Issuance: 26/04/2022		Right Thumbmark					
SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.							
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	th						
	Person Administering Oat						