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/crim

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.

I. PERSONAL INFORMATION

2. SURNAME	CASING		
FIRST NAME	EMELIE		
MIDDLE NAME	DELA CERNA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/23/1998	16. CITIZENSHIP	☑ Filipino ☐
4. PLACE OF BIRTH	STA. MARIA, BULACAN	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☑ Female		Philippines
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No.: ; VSU; Subdivision/Village: ; BAYBAY CITY; City/Municipality: ; ZIP CODE:
7. HEIGHT (cm)	170.18 cm		
8. WEIGHT (kg)	57 kg		
9. BLOOD TYPE	unknown	18. PERMANENT ADDRESS	PUROK 4; House/Block/Lot No.: ; Subdivision/Village: ; ORMOC CITY; City/Municipality: ; ZIP CODE:
10. GSIS ID NO.			
11. PAG-IBIG ID NO.	121282034484		
12. PHILHEALTH NO.	030260650900		
13. SSS NO.	3463815075	19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	096
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	emeliecasi

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and li
FIRST NAME		NAME EXTENSION (JR., SR)	
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	CASING		
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	CARVAJAL		
25. MOTHER'S MAIDEN NAME			
SURNAME	DELA CERNA		

FIRST NAME	**LOLITA**	
MIDDLE NAME	**DELA CERNA**	*(Continue on sep*

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE	
			From	To
ELEMENTARY	**TONGONAN ELEMENTARY SCHOOL**	**ELEMENTARY**	**2005**	**2011**
SECONDARY	**PEDRO G. BANEZ NATIONAL HIGHSCHOOL**	**HIGH SCHOOL**	**2011**	**2015**
VOCATIONAL / TRADE COURSE	**PHILIPPINE CALL CENTER INSTITUTE**	**CONTACT CENTER SERVICES NCII**	**2022**	**2023**
COLLEGE	**EASTERN VISAYAS STATE UNIVERSITY**	**BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH**	**2017**	**2021**
GRADUATE STUDIES	**N/A**	**N/A**	**N/A**	**N/A**

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	

inal case/s against the person concerned.

(Do not fill up. For CSC use only)

NAME EXTENSION (JR., SR)

Dual Citizenship

☐ by birth ☐ by naturalization

Pls. indicate country:

ILANG-ILANG LADIES DORMITORY

Street

PANGASUGAN

Barangay

LEYTE

Province

6521

SITIU PARIL

Street

TONGONAN

Barangay

LEYTE

Province

6541

N/A

54069983

ng7@gmail.com

st all)	DATE OF BIRTH (mm/dd/yyyy)

parate sheet if necessary)

HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
Graduate	**2011**	**4th honorable**
Graduate	**2015**	**3rd honorable**
Graduate	**2023**	**N/A**
Graduate	**2021**	**N/A**
N/A	**N/A**	**N/A**

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
LICENSURE EXAMINATION FOR TEACHER	88.2	OCTOBER 2, 2022	TACLOBAN CITY		

(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						
01/15/2024	05/24/2024	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	156/HR		CONTRACTUAL	Y
08/16/2023	12/21/2023	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	156/HR		CONTRACTUAL	Y
03/15/2023	06/23/2023	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	156/HR		CONTRACTUAL	Y
11/15/2022	12/30/2022	ENUMERATOR	INTERNATIONAL ORGANIZATION FOR MIGRATION	48,000.00		CONTRACTUAL	N
1/2/2022	1/6/2022	SALES MARKETING	PALAWAN PAWNSHOP PERA PADALA	10,200.00		CONTRACTUAL	N
1/10/2021	11/30/2021	SALES MARKETING	PALAWAN PAWNSHOP PERA PADALA	10,200.00		CONTRACTUAL	N
04/15/2021	07/31/2021	PROMOTER	SUCCESS MANPOWER SOLUTION & ALLIED SERVICES INC	8,450.00		CONTRACTUAL	N

(Continue on separate sheet if necessary)

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		
N/A	N/A	N/A	N/A	N/A

(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			
Officiating officials in 2022 ARNIS ANYO AND TEAM DEMO COMPETITION	10/15/2022	10/16/2022	16.0	MANAGERIAL	ORMOC ROBINSON MALL ORMOC CITY, LEYTE
Officiating officials in 2021 ARNIS ANYO COMPETITION	10/09/2021	10/10/2021	16.0	MANAGERIAL	ORMOC CITY SPORTS COMPLEX, ORMOC CITY
Officiating officials in 2020 ARNIS ANYO COMPETITION Theme: "Get Ormoc More Active (GOMA) 2020"	11/22/2020	11/22/2020	8.0	MANAGERIAL	ORMOC CITY SPORTS COMPLEX, ORMOC 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)
ARNIS	OUTSTANDING STUDENT-ATHLETE OF THE YEAR (EASTERN VISAYAS STATE UNIVERSITY)	Arnis De Caballes (ADC)- Ormoc City Chapter
COMPUTER LITERATE	State Colleges and Universities Athletic Association meet 2017,2018,2019 GOLD MEDALIST	
	PALARONG PAMBANSA 2015 BRONZE MEDALIST in Bantam weight category held in Tagum City, Davao	
	ATHLETE OF THE YEAR 2015 (PEDRO G. BANEZ NATIONAL HIGHSCHOOL)	

(Continue on separate sheet if necessary)

SIGNATURE		DATE		

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 apppointed, 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?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ 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: FINISHED CONTRACT
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
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:
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.
GUILLERMO M. SODOMIA	**BRGY. ALTAVISTA, ORMOC CITY**	**09088731988**
FRANZ MARTIN S. CALLANO	**BAYBAY CITY**	**09617501658**
EMILIO P. CUEVAS	**BRGY. DOLORES, ORMOC CITY**	

PHOTO

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.

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**
ID/License/Passport No.:	**P8510030B**
Date/Place of Issuance:	**12/19/2021 TACLOBAN CITY**

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

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

Person Administering Oath