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	Valdeo
FIRST NAME	Derlina
NAME EXTENSION (JR., SR)	
MIDDLE NAME	Canayong
3. DATE OF BIRTH (mm/dd/yyyy)	12/1/1971
4. PLACE OF BIRTH	Tacloban City
5. SEX	☐ Male ☑ Female
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.62
8. WEIGHT (kg)	60
9. BLOOD TYPE	A
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	1090-0479-0747
12. PHILHEALTH NO.	19-050499520-1
13. SSS NO.	0006-1383013-3
14. TIN NO.	158-631-112
15. AGENCY EMPLOYEE NO.	N/A
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	Room No. 3 / House/Block/Lot No.; Sitio Tinab-ok / Subdivision/Village; Baybay / City/Municipality; Caridad / Barangay; Leyte / Province
ZIP CODE	6525
18. PERMANENT ADDRESS	1152 / House/Block/Lot No.; San Salvador / Street; San Miguel (Pob.) / Barangay; Palo / City/Municipality; Leyte / Province
ZIP CODE	6501
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09458776511
21. E-MAIL ADDRESS (if any)	iladyina@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Valdeo	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Kenneth (NAME EXTENSION (JR., SR))	Ma. Kate Deanielle C. Valdeo	4/12/2002
MIDDLE NAME	Castaños	Keith Derreck C. Valdeo	11/4/2003
OCCUPATION	Teacher	Paul Ronald C. Valdeo	10/29/2010
EMPLOYER/BUSINESS NAME	N/A	* * * NOTHING	FOLLOWS * * *
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	Canayong		
FIRST NAME	Dalmacio (NAME EXTENSION (JR., SR) Sr)		
MIDDLE NAME	Terrencio		
25. MOTHER'S MAIDEN NAME			
SURNAME	Saldaña		
FIRST NAME	Fortunata		
MIDDLE NAME	Corres	*(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	San Fernando Central School	N/A	6/1/1977	3/19/1984	N/A	1984	N/A
SECONDARY	Leyte Institute of Technology (currently EVSU)	N/A	6/1/1984	3/1/1988	N/A	1988	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Divine Word University (currently Liceo del Verbo Divino)	Bachelor of Science in Commerce, Major in Accounting	6/1/1988	3/1/1992	N/A	1992	N/A
GRADUATE STUDIES	Divine Word University (currently Liceo del Verbo Divino) and Asian Development Foundation	Masters in Business Administration	6/1/1994	3/1/1998	N/A	1996	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 31, 2024

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
CAREER SERVICE SUB-PROFESSIONAL	N/A	3/1/1991	TACLOBAN CITY	N/A	N/A
***	NOTHING	FOLLOWS	***		

(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						
11/1/2014	Present	Part-Time Bookkeeper	SSS, BIR, PHIC, and PAG-IBIG	N/A	N/A	CONFIRMED	N/A
3/1/2011	10/1/2014	Senior Accountant and Assistant to the Comptroller	Lupel Marketing Corporation	N.A	N/A	CONFIRMED	N/A
3/1/2008	9/1/2010	Accountant	Philippine Tyrannus International Academy	N/A	N/A	CONFIRMED	N/A
4/16/2007	2/28/2008	Accounting and Treasury Supervisor	Alamo Transport Leasing Services, Inc. Rent A Car - Airport Taxi	N/A	N/A	CONFIRMED	N/A
6/1/2006	4/15/2007	Auditor/Accountant	Villanueva, Giorla & Associates Accounting Firm	N/A	N/A	CONFIRMED	N/A
2/1/2001	4/15/2006	Accountant	Chreon Consultants, Inc./Air Katipunan	N/A	N/A	CONFIRMED	N/A
6/1/1999	11/1/2000	Accounting Supervisor (Wholesale Trading)	Framers Supplies, Inc.	N/A	N/A	CONFIRMED	N/A
5/1/1998	6/1/1999	Bookkeeper (Junior Accountant)	Fabricare Cleaners City, Inc.	N/A	N/A	CONFIRMED	N/A
1/1/1993	1/1/1997	Secretary/General Cashier	Platinum Plans Phils., Inc - Tacloban Branch	N/A	N/A	CONFIRMED	N/A
4/1/1992	2/1/1993	Accounting Clerk	Unimasters Conglomeration, Inc (Auto Parts Sales)	N/A	N/A	CONFIRMED	N/A
6/1/1988	3/1/1992	Office Clerk (Working Student Scholar)	Divine Word University - College of Engineerin, Dean's Office	N/A	N/A	CONFIRMED	N/A
	***	NOTHING	FOLLOWS	***			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 31, 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) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
Junior Philippine Institute of Accountants	N/A	3/23/1992	N/A	Participant/Member
Working Scholars Organization of Divine Word University	N/A	3/28/1992	N/A	Participant/Member
***	NOTHING	FOLLOWS	***	

(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) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Livelihood Skills Development Course - Computer Literacy	N/A	10/10/1997	N/A	Certficate	Leyte Institute of Technology - Extension Services Program
Customer Service and Passage Guidelines & Policies	9/7/2005	9/11/2005	5 days	Certificate	Negros Navigation Co., Inc.
Briefing on Electronic Filing and Payment System (eFPS)	N/A	9/13/2007	N/A	Certificate	Bureau of Internal Revenue
***	NOTHING	FOLLOWS	***		

(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)
N/A	N/A	N/A
***	NOTHING FOLLOWS	***

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 31, 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 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: resignation
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:

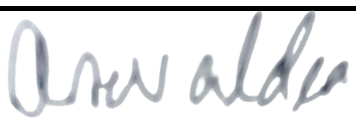
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
WILSON F. LOAYON	**Cabuyao, Laguna**	**0998 980 1595**
NOEL M. VILLANUEVA	**Quezon City**	**435 5293**
ARTURO DE SAN MIGUEL	**Cagayan de Oro City**	**(088)8574029**

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:	**PhilSys ID (National ID)**
ID/License/Passport No.:	**6213-04925709-1736**
Date/Place of Issuance:	**March 28, 2023**



Signature (Sign inside the box)

October 31, 2024

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