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	VERRA
FIRST NAME	MARY GRACE
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	OSERIN
3. DATE OF BIRTH (mm/dd/yyyy)	11/09/1997
4. PLACE OF BIRTH	ABUYOG, LEYTE
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.515
8. WEIGHT (kg)	52
9. BLOOD TYPE	B+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	1202-5772-9473
12. PHILHEALTH NO.	12-025772947-3
13. SSS NO.	06-4213085-9
14. TIN NO.	353-211-496-000
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	426 House/Block/Lot No. WASHINGTON Street; N/A Subdivision/Village LOYONSAWANG Barangay; ABUYOG City/Municipality LEYTE Province; ZIP CODE 6510
18. PERMANENT ADDRESS	426 House/Block/Lot No. WASHINGTON Street; N/A Subdivision/Village LOYONSAWANG Barangay; ABUYOG City/Municipality LEYTE Province; ZIP CODE 6510
19. TELEPHONE NO.	N/A
20. MOBILE NO.	0926-447-1570
21. E-MAIL ADDRESS (if any)	graceverra09@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A
FIRST NAME	N/A
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	N/A
OCCUPATION	N/A
EMPLOYER/BUSINESS NAME	N/A
BUSINESS ADDRESS	N/A
TELEPHONE NO.	N/A
24. FATHER'S SURNAME	VERRA
FIRST NAME	FRANCISCO
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LABRADOR
25. MOTHER'S MAIDEN NAME	
SURNAME	OSERIN
FIRST NAME	WILMA
MIDDLE NAME	LODOR

23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
N/A	N/A

(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	BERNARDO V. CLOSA CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	HIGH HONORS
SECONDARY	NOTRE DAME OF ABUYOG	HIGH SCHOOL	2010	2014	N/A	2014	2nd HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2014	2018	N/A	2018	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/11/2021

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
RA 1080	78.10 %	OCTOBER, 2018	MANILA, PHILIPPINES	0014131	10/19/2029 10/19/2018

(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						
11/06/2018	08/16/2021	LABORATORY CHEMILT	THE FIRST ANALYTICAL SERVICES and TECHNICAL COOPERATIVE	₱17,000	N/A	PERMANENT	N

(Continue on separate sheet if necessary)

SIGNATURE	[signature]	DATE	11/11/2021

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
VICTORY MANDALUE - MCC MANDALUE CITY	12/04/2018	9/22/2024	N/A	MINISTRY VOLUNTEER

(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)
INTERPRETING AND USING MEASUREMENT RESULTS and CALIBRATION INTERVAL DETERMINATION	05/08/2024	NA	6	TECHNICAL	THE FIRST ANALYTICAL and SERVICES COOPERATIVE
ISO/IEC 17025 : 2017 AWARENESS	10/24/2024	10/29/2024	16	TECHNICAL	THE FIRST ANALYTICAL SERVICES
ACCURACY CALIBRATION CERTIFICATE	11/22/2019	N/A	7	TECHNICAL	METTLER TOLEDO
INTERNATIONAL SYMPOSIUM ON METROLOGY	06/20/2019	N/A	8	TECHNICAL	NATIONAL METROLOGY LABORATORY
NATIONAL BIOTECHNOLOGY SUMMIT 2018	03/05/2018	03/08/2018	24	TECHNICAL	SEARCA - BIOTECHNOLOGY INTERNATIONAL RICE RESEARCH INSTITUTE PHILIPPINE SEED INDUSTRY ASSOCIATION

(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)
WRITING PERSONAL BLOGS	N/A	INTEGRATED CHEMISTS OF THE PHILIPPINES
WORKOUT and YOGA		
PAINTING		
PLAYING GUITAR		
WATCHING GREY'S ANATOMY		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/11/2024

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?
☐ YES ☑ NO

b. within the fourth degree (for Local Government Unit - Career Employees)?
☐ 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 FROM PREVIOUS COMPANY

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?
☐ 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: _____

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

NAME	ADDRESS	TEL. NO.
PROF. JACOB GLENN F. JANSALIN	VISCA, BAYBAY CITY	0926 749 0881
ELIZABETH S. QUEVEDO, PhD	VISCA, BAYBAY CITY	563-7870
ROSEMARIE C. MILANO, RCh	MANDAUE CITY	0936 735 4474

MARY GRACE O VERRA

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:	PRC
ID/License/Passport No.:	0014131
Date/Place of Issuance:	10/19/2018, ORMOC CITY

Signature (Sign inside the box)

11/11/2021
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

WORK EXPERIENCE SHEET

- Duration: November 06, 2018 – August 16, 2021
- Position: Laboratory Chemist
- Name of Office/ Unit: The First Analytical Services and Technical Cooperative
- Immediate Supervisor: Rosemarie C. Milano
- Name of Agency/ Organization and Location: F.A.S.T. Laboratories- Cebu, Mandaue City
    - List of Accomplishments and Contributions
        - Participated and Passed International Proficiency Tests
        - Endorsed and Recommended as DENR Signatory
        - Laboratory Equipment Coordinator
        - Assists the management in the conceptualization and implementation of programs and projects.
    - Summary of Actual Duties
        - Performs the required chemical and physical analyses of accepted samples according to specified methods and procedures. Strictly implements the established laboratory quality system based on PNS ISO 17025. Participates in Proficiency Testing and other Quality Assurance programs of the laboratory, including method verification and validation as required.
        - Physico-Chemical test parameters in food, feeds, soil, raw materials, and other
        - Sample matrices for FDA, DENR, DOH compliance
        - Proximate Analyses in food, feeds, and others samples (Moisture, Ash, Fat, Protein, Fiber)
        - Physico-Chemical test parameters in water and wastewater including:
        - Heavy metals /Minerals (Pb, Cd, Hg, Ca, Cu, Co, Ni, Mg, Mn, Fe, Na, Zn, Ag)

MARY GRACE O. VERRA

(Signature over Printed Name

of Employee or Applicant)

Date: 11/11/2021