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 cases 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	MARSADO		
FIRST NAME	MILESA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CASAS		
3. DATE OF BIRTH (mm/dd/yyyy)	06/21/1993	16. CITIZENSHIP	☑ Filipino ☑ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	ASTURIAS, CEBU	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	PUROK 3 (House/Block/Lot No. / Street); GABAS (Subdivision/Village / Barangay); BAYBAY CITY (City/Municipality); LEYTE (Province)
7. HEIGHT (m)	152 cm		
8. WEIGHT (kg)	52 kg	ZIP CODE	6521
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	PUROK 3 (House/Block/Lot No. / Street); GABAS (Subdivision/Village / Barangay); BAYBAY CITY (City/Municipality); LEYTE (Province)
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1-211-777-870-79		
12. PHILHEALTH NO.	12-202310483-9	ZIP CODE	6521
13. SSS NO.	06-386-769-61	19. TELEPHONE NO.	N/A
14. TIN NO.	324-565-302	20. MOBILE NO.	09631871516
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	mllesa.marsado@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	MYLES ANDREA M. OQUIAS	10/09/2018
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MARSADO			
FIRST NAME	TEOFILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PITOGO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CASAS			
FIRST NAME	NENITA			
MIDDLE NAME	ESPAÑOLA		(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	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	STA. RITA ELEMENTARY SCHOOL	ELEMENTARY LEVEL	09/01/2001	03/31/2006		2006	WITH HONORS
SECONDARY	STA.LUCIA NATIONAL HIGH SCHOOL, STA. RITA EXTENSION	SECONDARY LEVEL	01/01/2007	03/31/2011		2011	WITH HONORS
VOCATIONAL / TRADE COURSE	VISAYAS STATE UNIVERSITY	CERTIFICATE OF AGRICULTURAL SCIENCE	01/04/2012	04/30/2012		2012	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	09/01/2012	03/31/2016		2015	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science in Agronomy	01/06/2023	Present	22 units		

(Continue on separate sheet if necessary)

SIGNATURE	July 18, 2025	DATE	

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

(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						
01/01/2021	PRESENT	DDRC/Clerk	Department of Agronomy/Visayas State University	18, 274.80		JOB ORDER	Y
06/15/2015	03/31/2018	Office Clerk and Forestry In-Charge	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE/ASTURIAS MUNICIPAL HALL	6000.00		JOB ORDER	Y
10/01/2015	12/31/2015	TEAM SUPERVISOR	PHILIPPINE STATISTICS AUTHORITY (PSA)	18, 000.00		EMERGENCY	Y

(Continue on separate sheet if necessary)

SIGNATURE	July 18, 2025	DATE	

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

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)
ISO 9001:2015 Awareness & R-awareness Seminar	09/09/2024	09/09/2024			VSU Gymnatorium, Visayas State University
Orientation of Guidelines and Proceedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/24	02/23/24			CCE Building, Visayas State University
Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16		Convention Center, Visayas State University
From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8		Visyas State University
Unlooking Excellence: The 5S Revolution for Clerks and Heads at Visayas StaTE University	11/29/2023	11/29/2023			Visyas State University
ISO 9001:2015 Awareness & R-awareness Webinar	08/29/2023	08/29/2023	2		Visyas State University
Orientation/ RE-orientation of Duties and Responsibilities of Ddrc and ADRCs and Cascading of Documents and Records Control Procedure manuals and Guidelines	09/07/2022	09/07/2022	8		Visyas State University
TRAINING-WORKSHOP ON SOIL AND NUTRIENT MANAGEMENT AND ASSESING SOIL HEALTH	08/30/2022	08/31/2023	8		Zoom Platform and Facebook Live
Hands-on Cardiopulmonary Resuscitation	07/01/2022	07/02/22			Visyas State University
FOOD VALUE CHAIN WEBINAR	10/19/2021	10/22/2021	15.0		VISAYAS STATE UNIVERSITY
Awareness and Re-awareness Webinar	09/13/2021	09/13/2021			Visyas State University
ORIENTATION OF LOCAL GOVERNMENT UNIT OF ASTURIAS ON ENFORCEMENT PROTECTION LAWS, POLICIES (MINES AND GEO SCIENCES AND PROVINCIAL REVENUE CODE) AND DEPUTIZING ENVIRONMENTAL ENFORCERS	02/27/2018	02/28/2018	16.0		ASTURIAS, CEBU
WASTE DIVERSION TRAINING IN LINE WITH THE IMPLEMENTATION OF RA 9003/SOLID WASTE MANAGEMENT act	11/14/2017	11/17/2017	24		ASTURIAS, CEBU
2ND WORKSHOP ON UPDATING THE INTEGRATED DEVELOPMENT MASTER PLAN	02/27/2017	02/28/2017	16.0		MONTEBELLO VILLA HOTEL, BANILAD CEBU
ORGANIZATIONAL CONFERENCE AND INVESTMENT PLANNING	07/21/2016	07/22/2016	16.0		MONTEBELLO VILLA HOTEL, BANILAD CEBU
INTEGRATED WASTE MANAGEMENT SUMMIT	06/23/2016	06/23/2016	8.0		CONVENTION HALL OF CENTER MALL MANDAUE CITY
WASTE ANALYSIS AND CHARACTERIZATION STUDY (WACS)	03/06/2020	03/17/2016	40.0		ASTURIAS, CEBU
PCO INTENSIVE TRAINING/CAPACITY DEVELOPMENT COURSE	07/06/2015	07/12/2015	40.0		SOCIAL HALL, CEBU PROVINCIAL CAPITOL, CEBU 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)
READING	N/A	N/A
WRITING	N/A	N/A
ENCODING	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	July 18, 2025	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:
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.
ULYSSES A. CAGASAN	VSU VISCA, BAYBAY CITY LEYTE	053-563-1362
BERTA C RATILLA	VSU VISCA, BAYBAY CITY LEYTE	053-563-7123
CIRIACO OQUIAS	BRGY. GABAS, BAYBAY CITY LEYTE	

MILESA C. MARSADO

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:
ID/License/Passport No.:
Date/Place of Issuance:

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