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	AVELLANA
FIRST NAME	JOSELITO
NAME EXTENSION (JR., SR)	
MIDDLE NAME	PARMIS

3. DATE OF BIRTH (mm/dd/yyyy)	07/25/1997	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	ORMOC CITY	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	323 (House/Block/Lot No.) G. H. DEL PILAR ST. (Street); N/A (Subdivision/Village) ZONE 6 (Barangay); BAYBAY CITY (City/Municipality) LEYTE (Province)
7. HEIGHT (m)	1.64		
8. WEIGHT (kg)	65	ZIP CODE	6521
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	323 (House/Block/Lot No.) G. H. DEL PILAR ST. (Street); N/A (Subdivision/Village) ZONE 6 (Barangay); BAYBAY CITY (City/Municipality) LEYTE (Province)
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121264636560		
12. PHILHEALTH NO.	13-250361605-3	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	759-534-095	20. MOBILE NO.	09064441864
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	joselito.avellana@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)	N/A	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	AVELLANA			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MODINA			
25. MOTHER'S MAIDEN NAME	PARMIS			
SURNAME	AVELLANA			
FIRST NAME	ZENAIDA			
MIDDLE NAME	CAHILIG		*(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	BAYBAY II CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	2010	2014	N/A	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A		
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR IN SECONDARY EDUCATION (MATHEMATICS)	2014	2018	N/A	2018	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN EDUCATION (MATHEMATICS)	2024	PRESENT	18 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	12/26/2024

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
LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS	84.6	08/30/2018	TACLOBAN CITY	1699853	07/27/2022

(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						
08/09/2024	12/13/2024	Part-Time Instructor	Department of Mathematics, Visayas State University	P 13,000.00		Job Order	Y
06/18/2024	07/19/2024	Part-Time Instructor	Department of Mathematics, Visayas State University	P 13,000.00		Job Order	Y
01/15/2024	05/24/2024	Part-Time Instructor	Department of Mathematics, Visayas State University	P 13,000.00		Job Order	Y
08/16/2023	12/20/2023	Part-Time Instructor	Department of Mathematics, Visayas State University	P 13,000.00		Job Order	Y
09/26/2022	02/01/2023	Part-Time Instructor	Department of Mathematics, Visayas State University	P 13,000.00		Job Order	Y
09/14/2021	12/20/2021	Teacher 1	Makinhas National High School	P 23,877.00	11	Substitute	Y
11/04/2019	02/10/2020	Teacher 1	Kagumay Elementary School	P 20,754.00	11	Substitute	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/26/2024

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)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
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)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Summer Upgrading Program for Mathematics Teachers	**06/03/2024**	**06/05/2024**	**25**	**Supervisory**	**Department of Mathematics, Visayas State University**

(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)
Dancing	**7th Placer in Leyte All Stars, 4th Placer in Ormoc Hiphop Competiton, 2nd Placer in DES Marketing Hiphop Competition**	**Baybay City Hipnotix**
Work-Out		**Olympic Gym**

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	12/26/2024

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:
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.
Daniel Joseph Tan	**Baybay City, Leyte**	**9682621590**
Karen Mendez	**Baybay City, Leyte**	**9359469129**
Annelyn L. Nunez	**Brgy Caridad, Baybay City, Leyte**	**9606647907**

ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)

Computer generated or photocopied picture is not acceptable

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:	PRC
ID/License/Passport No.:	1699853
Date/Place of Issuance:	01/04/2019

Signature (Sign inside the box)

12/26/2024

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