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 ( ) a☐ 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	ASIS
FIRST NAME	VANISSA
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LOTERTE
3. DATE OF BIRTH (mm/dd/yyyy)	6/20/1983
4. PLACE OF BIRTH	BAYBAY, LEYTE
5. SEX	☐ Male ☑ Female
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	5'2"
8. WEIGHT (kg)	78
9. BLOOD TYPE	"B"
10. GSIS ID NO.	02004967388
11. PAG-IBIG ID NO.	916004447256
12. PHILHEALTH NO.	13-2006896565
13. SSS NO.	0624502159
14. TIN NO.	959-054-869
15. AGENCY EMPLOYEE NO.	OSEC DAB-DMOI-154
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: Philippines
17. RESIDENTIAL ADDRESS	PUROK 2 (House/Block/Lot No. / Street); STA. CRUZ (Subdivision/Village / Barangay); BAYBAY (City/Municipality); LEYTE (Province)
ZIP CODE	6521
18. PERMANENT ADDRESS	ZONE 15 (House/Block/Lot No. / Street); CALUBI-AN DIST. (Subdivision/Village); A. TAVERA (Barangay); BAYBAY (City/Municipality); LEYTE (Province)
ZIP CODE	6521
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09175425133/09088742506
21. E-MAIL ADDRESS (if any)	asisvanissa20@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ASIS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARK OLIVER	NAME EXTENSION (JR., SR) N/A	ALYSSA MAY L. ASIS	11/25/2007
MIDDLE NAME	CURSO		ALZEA GILLEAN L. REDULLA	8/6/2011
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	PUBLIC ATTORNE'S OFFICE			
BUSINESS ADDRESS	6/F, JUSTICE CECILIA MUÑOZ PALMA HALL, DOJ BLDG., QUEZON CITY HALL COMPLEX, DILIMAN Q.C., 1104			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LOTERTE			
FIRST NAME	CIRILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	STA. IGLESIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	VITUALLA			
FIRST NAME	BENITA			
MIDDLE NAME	LAJERA		(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 SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	6/12/1990	3/18/1996	GRADUATED	1996	WITH HONORS
SECONDARY	VISCA LABORATORY HIGH SCHOOL	HIGH SCHOOL	6/18/1996	3/22/2000	GRADUATED	2000	N/A
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	6/22/2000	4/2/2004	GRADUATED	2004	N/A
GRADUATE STUDIES	EASTERN VISAYAS STATE UNIVERSITY	MASTER IN RURAL DEVELOPMENT	6/10/2017	3/16/2020	33 units		
GRADUATE STUDIES	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	JURIS DOCTOR PROGRAM	7/11/2020	present			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/17/2025

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 PROFESSIONAL	81.57%	12/15/2013	MAYON AVENUE, LA LOMA, QUEZON CITY	13-148444	N/A
CAREER SERVICE SUB PROFESSIONAL	81.41%	07/22/2007	LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY	05-011409	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						
10/16/2015	PRESENT	DEVELOPMENT MANAGEMENT OFFICER I	AGRICULTURAL TRAINING INSTITUTE-REGIONAL TRAINING CENTER 8	31,337.00	SG 11	Permanent	YES
02/01/2012	10/15/2015	TRAINING ASSISTANT	AGRICULTURAL TRAINING INSTITUTE-REGIONAL TRAINING CENTER 8	14, 833.00	N/A	CONTRACTUAL	YES
04/01/2007	04/01/2010	MEDIATION STAFF OFFICER V	PHILIPPINE MEDIATION CENTER	21,500.00	N/A	CONTRACTUAL	YES
01/05/2006	03/31/2007	CLERK	REGIONAL TRIAL COURT BR. 14, BAYBAY, LEYTE/LGU-BAYBAY	2, 800.00	N/A	JOB ORDER	YES
01/10/2005	12/31/2005	CLERK	LEYTE PAROLE AND PROBATION OFFICE, BAYBAY, LEYTE/LGU-BAYBAY	2,800.00	N/A	JOB ORDER	YES
05/01/2004	07/31/2004	MARKETING EXECUTIVE	CEBU GRAPHIC STAR	7, 335.00	N/A	CONTRACTUAL	NO

(Continue on separate sheet if necessary)

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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		
VOLUNTEER LEADERS ASSOCIATION OF THE PHILIPPINES (VLAP)	4/15/2015	PRESENT	N/A	MEMBER
PHILIPPINE EXTENSION AND ADVISORY SERVCES NETWORK, INC.	5/4/2013	PRESENT	N/A	MEMBER

(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			
TRAINING ON BASIC AGRICULURAL EXTENSION	10/14/2024	10/19/2024	48	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
TRAINING OF TRAINERS ON COCONUT FARM BUSINESS SCHOOL	11/14/2023	11/18/2023	40	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
MONITORING & EVALUATION OF YFFLTPJ & JAPAN AGRICULTURAL EXCHANGE COUNCIL (JAEC) ANNUAL MEETING	05/19/2022	05/24/2022	40	TECHNICAL	JAPAN AGRICULTURAL EXCHANGE COUNCIL & AGRICULTURAL TRAINING INSTITUTE
CONSULTATION WORKSHOP ON RBO PROGRAMS FOR RBO COORDINATORS	4/26/2022	4/27/2022	16	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
GOING VIRTUAL: USE OF ONLINE WEBINAR PLATFORMS	3/7/2022	3/7/2022	8	TECHNICAL	ATI-REGIONAL TRAINING CENTER 8
RESILIENCY AND MENTAL HEALTH IN PANDEMIC	1/26/2022	1/26/2022	8	TECHNICAL	ATI-REGIONAL TRAINING CENTER 8
2021 VIRTUAL PhilEASNet BIENNIAL AFFNR SYMPOSIUM	10/14/2021	10/15/20121	16	TECHNICAL	PhilEASNet, Inc.
PERSONAL EFFECTIVENESS AND VAWC	12/09/2019	12/09/2019	8	TECHNICAL	ATI-RTC 8
CAPABILITY ENHANCEMENT FOR 4-H & RBO FOCAL PERSONS	4/22/2019	4/26/2019	24	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
TRAINING ON COMMUNITY MOBILIZATION	7/2/2018	7/6/2018	24	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
TRAINING ON FIRST AID	4/10/2018	4/12/2018	24	TECHNICAL	ATI-REGIONAL TRAINING CENTER 8
BACK TO BASICS: A TRAINING ON COMMUNICATION SKILLS (BATCH 2)	7/10/2017	7/14/2017	40	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
TRAINING ON ORGANIZATIONAL MANAGEMENT	6/27/2017	6/30/2017	24	TECHNICAL	ATI-REGIONAL TRAINING CENTER 8
TRAINING ON FIRST AID	4/10/2017	4/12/2017	24	TECHNICAL	ATI-REGIONAL TRAINING CENTER 8
RESOURCE DEVELOPMENT PROGRAM	1/12/2017	1/13/2017	16	TECHNICAL	ATI-REGIONAL TRAINING CENTER 8
6TH 4-H INTERNATIONAL WINTER CAMP & 4-H LEADERSHIP SYMPOSIUM	12/19/2016	12/22/2016	32	TECHNICAL	4-H KOREA ASSOCIATION SEOUL, SOUTH KOREA
COMPREHENSIVE ISO 9001:2015 WITH RiISK BASED APPROACH	11/15/2016	11/16/2016	16	TECHNICAL	TUV NORD PHILIPPINES INC.
TRAINING ON INNOVATIONS & PRODUCTIVITY	1/18/2016	1/22/2016	40	TECHNICAL	NANYANG POLYTECHNIC UNIVERSITY, ANG MO KIO, SINGAPORE
TRAINING METHODOLOGY 1	04/14/2016	5/15/2016	264	TECHNICAL	TESDA-ANAS, ARTECHE, EASTERN SAMAR
TRAINING ON ORGANIC AGRICULTURE PRODUCTION NC II	07/01/2015	07/11/2015	232	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE & ACES POLYTECHNIC COLLEGE
SUSTAINABLE CORN PRODUCTION IN SLOPING AREAS (SCoPSA) 4th BATCH	03/10/2014	03/14/2014	40	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
TRAINING OF TRAINERS IN CLIMATE CHANGE	03/17/2014	03/21/2014	40	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
SUSTAINABLE CORN PRODUCTION IN SLOPING AREAS (SCoPSA)2nd BATCH	05/12/2014	05/16/2014	40	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
G-BEST FOR RBO FOCAL PERSONS & MUNICIPAL 4-H COORDINATORS	08/27/2013	08/29/2013	24	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
SEASON-LONG TRAINING OF TRAINERS ON RICE BASED FARMING SYSTEM IN SUPPORT TO IRPEP	06/19/2012	10/04/2012	216	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE-REGIONAL TRAINING CENTER 8

(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)
DRIVING	N/A	VOLUNTEER LEADERS ASSOCIATION OF THE PHILIPPINES (VLAP)
VOLLEYBALL, BADMINTON		PHILIPPINE EXTENSION NETWORK (PEN)
PICKLEBALL, LAWN TENNIS		AGRI-PRENEURS MULTI-PURPOSE COOPERATIVE
		DEVELOPMENT COMMUNICATION SOCIETY

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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.
MR. ANTONIO E. CADALIN	ATI-RTC 8, VSU, VISCA, BAYBAY	9268441364
ATTY. CHARLITO SACRO	ZONE 15, BAYBAY CITY, LEYTE	9309011259
HON. RUEL O. ISRAEL	BRGY. STA CRUZ, BAYBAY CITY, LEYTE	9854558677

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:	OFFICE ID
ID/License/Passport No.:	OSEC-DAB-DMOI-154
Date/Place of Issuance:	10/16/2015/QUEZON CITY

Signature (Sign inside the box)

02/17/2025

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