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	VIRAY
FIRST NAME	MA GRACE
MIDDLE NAME	CANALEJA
NAME EXTENSION (JR., SR)	
3. DATE OF BIRTH (mm/dd/yyyy)	12/30/1996
4. PLACE OF BIRTH	BURON CITY
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.575
8. WEIGHT (kg)	54
9. BLOOD TYPE	O+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	1212 6200 8317
12. PHILHEALTH NO.	21-200752477-0
13. SSS NO.	34-8319603-3
14. TIN NO.	614-844-310
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	House/Block/Lot No.: ZONE IV; Street: ; Subdivision/Village: TANGHAS; Barangay: ; City/Municipality: TOLOSA; Province: LEYTE; ZIP CODE: 6503
18. PERMANENT ADDRESS	House/Block/Lot No.: ZONE IV; Street: ; Subdivision/Village: TANGHAS; Barangay: ; City/Municipality: TOLOSA; Province: LEYTE; ZIP CODE: 6503
19. TELEPHONE NO.	N/A
20. MOBILE NO.	0993-557-7940 / 0906-240-3883
21. E-MAIL ADDRESS (if any)	maigraceviray@gmail.com

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	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME		
OCCUPATION		
EMPLOYER/BUSINESS NAME		
BUSINESS ADDRESS		
TELEPHONE NO.		
24. FATHER'S SURNAME	VIRAY	
FIRST NAME	RANJO (+)	
MIDDLE NAME	MATIAS	
25. MOTHER'S MAIDEN NAME		
SURNAME	CANALEJA	
FIRST NAME	ELMA (+)	
MIDDLE NAME	HERMOSILLA	

(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 any)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	BANAHAWAN ELEM. SCHOOL	BEC ELEMENTARY	6/1/2002	4/1/2009		2009	
SECONDARY	BONGABONG NATIONAL HIGH SCHOOL	BEC HIGH SCHOOL GRADUATE	6/1/2009	4/1/2013		2013	
VOCATIONAL / TRADE COURSE							
COLLEGE	STA. NIÑA COLLEGE OF STA. JOSE	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	6/1/2015	7/28/2019	83 UNITS		
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 26, 2019

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
NON- PROFESSIONAL DRIVER'S LICENSE		9/1/2018	LTO MAIN BRANCH - QUEZON CITY	N03-19-015443	
(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	GOVT SERVICE (Y/ N)
From	To						
5/20/2024	1/26/2025	CUSTOMER SERVICE REP.	CONCENTRIX	25,500		SEPARATED	N
6/28/2023	3/31/2024	SALES DEVELOPMENT REP.	BOLOR PH, INC	25,000		EOC	N
12/4/2020	5/5/2021	SALES MANAGER	YSABELLA BANK	20,000		SEPARATED	N
10/29/2019	8/13/2020	CUSTOMER SERVICE REP.	TELEPERFORMANCE	24,000		SEPARATED	N
		(Nothing Follows)					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Feb. 26 2025

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
BARANGAY EXEC. CHAIR - SPC	7/1/2006	4/1/2007		SENATOR
BARANGAY EXEC. CHAIR - SPC	7/1/2007	4/1/2008		VICE MAYOR
SAO - CENTRAL LUZON CHAPTER	8/1/2014	PRESENT		CHAIRPERSON
(Nothing Follows)				

(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) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
CONTACT CENTER SERVICE NC II	9/25/2019	10/15/2019	144 HRS	Technical	TESDA & LCTC
Certified Sales & Marketing Consultant				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certified Entrepreneurship Management Practitioner (CEMP)				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certified Customer Experience Management Professional				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Talent Acquisition				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Cash Flow Management				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Office Administration				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Corporate Communication				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Biblical Principles of Care & Entrepreneurship				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Performance Evaluation				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Training Needs Analysis				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Strategic Planning				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Vision Casting				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
Certificate in Marketing Strategies				Technical	IHELP COACHING & BUSINESS SOLUTIONS INCORPORATED
JPHE - FB Development Center Phase	1/18/2020	1/18/2020	8 HRS	Technical	TESDA PERFORMANCE
Public Speaking & Lobby Training	9/21/2011	9/21/2011	8 HRS	Technical	FINO
FINO CENTRAL LUZON FIELD WORK DATA - GATHERING ORIENTATION	4/15/2013	4/19/2013	16 HRS	Technical	FINO

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMMUNICATION SKILLS	NC II HOLDER IN CONTACT CENTER SERVICE	N/A
LEADERSHIP SKILLS		
COMPLEX PROBLEM - SOLVING SKILLS		
ADAPTABILITY SKILLS		
ORGANIZATION & DATA MANAGEMENT		
PEOPLE & PROJECT MANAGEMENT		
STRONG SYSTEM THINKING SKILLS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Feb. 26 2025

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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: 9/4/2023 Status of Case/s: PERMANENTLY DISMISSED
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)? 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.
ARVIN ASIS ROLONA	DULAG, LEYTE	09463800398
MARK NEIL GEROMO	BURAUEN, LEYTE	09935947445
KYLA ENTERNO RAMILO	BURAUEN, LEYTE	09063989604

PHOTO

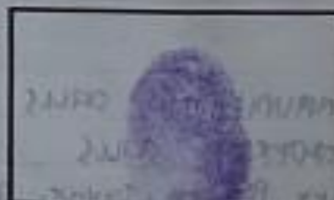
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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:	PASSPORT
ID/License/Passport No.:	P1977763B
Date/Place of Issuance:	6/17/2019 - DFA NCR SOUTH

Signature (Sign inside the box)

02/24/2025

Date Accomplished



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SUBSCRIBED AND SWORN to before me this 26 FEB 2025, affiant exhibiting his/her validly issued government ID as indicated above.

MARIA SHEILA [illegible]-BAQUILOD
PUBLIC ATTORNEY II
PURSUANT TO R.A. NO. 9406

Person Administering Oath