

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 #

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME

GUELA

FIRST NAME

MARIFE

MIDDLE NAME

CANTIGA

3. DATE OF BIRTH  
(mm/dd/yyyy)

03/01/1985

4. PLACE OF BIRTH

BAYBAY, LEYTE

5. SEX

☐ Male ☒ Female

6. CIVIL STATUS

☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:

7. HEIGHT (m)

1.524

8. WEIGHT (kg)

58.3

9. BLOOD TYPE

O

10. GSIS ID NO.

11. PAG-IBIG ID NO.

1640-0080-1340

12. PHILHEALTH NO.

13-025087656-5

13. SSS NO.

14. TIN NO.

460-098-349

15. AGENCY EMPLOYEE NO.

16. CITIZENSHIP

☒ Filipino ☐ Dual Citizenship  
☐ by birth ☐ by naturalization  
Pls. indicate country:

If holder of dual citizenship,  
please indicate the details.

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

GUADALUPE

Subdivision/Village

Barangay

BAYBAY CITY

LEYTE

City/Municipality

Province

ZIP CODE

6521-A

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

GUADALUPE

Subdivision/Village

Barangay

BAYBAY CITY

LEYTE

City/Municipality

Province

ZIP CODE

6521-A

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09752340734

21. E-MAIL ADDRESS (if any)

marife.gucela@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

KYLE RENZO G. GOFREDO

08/11/2010

KENZO DARIUS G. GOFREDO

17/01/2020

24. FATHER'S SURNAME

GUELA

FIRST NAME

MARCIANO

MIDDLE NAME

BACASON

25. MOTHER'S MAIDEN NAME

SURNAME

CANTIGA

FIRST NAME

FE

MIDDLE NAME

CAGABHION

(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

GUADALUPE ELEMENTARY SCHOOL

ELEMENTARY EDUCATION

1994

1998

1998

with honor

SECONDARY

BAYBAY NATIONAL HIGH SCHOOL

SECONDARY EDUCATION

1998

2002

2002

VOCATIONAL / TRADE COURSE

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN AGRICULTURE

2002

2007

2007

GRADUATE STUDIES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]



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			
None						
(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			
	HRIS Software Onboarding	Dec. 6, 2023	Dec. 6, 2023	8 hrs		Visayas State University
	Unlocking Excellence:The 5S Revolution for Clerks and Heads	Nov. 29, 2023	Nov. 29, 2023			Visayas State University
	ISO 9001:2015 Awareness & Re-Awareness Webinar	Aug. 29, 2023	Aug. 29, 2023			Visayas State University
	GPPB Basic Course Training in the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	Aug. 22, 2023	Aug.24, 2023	24 hrs		Visayas State University
	ISO 9001:2015 Awareness/Re-awareness	Aug. 30, 2022	Aug. 31, 2022			Visayas State University
	Hands-only Cardiopulmonary Resuscitation	July 21, 2022	July 22, 2022			Visayas State University
	Awareness/Re-awareness Webinar	Sept. 13, 2021				Visayas State University
	NC II (Domestic work)	June 23, 2018				TESDA, Cebu City
	CumulusOne Training	May 24, 2017	May 26, 2017			Visayas State University
	Defensive Driving	Oct. 26, 2016				Visayas State University
	Symposium on High Value Crops and Organic Horticulture Development for Economic Prosperity, Food Security and bEcological Integrity	May 16, 2013				Dept. of Horticulture, VSU
	Briefing of Staff Involved in Conduct of Teaching Evaluation of Academic Staff	Jan. 14, 2013				Visayas State University
	Seminar on Personality Development for Frontliners	Sept. 20, 2012				Visayas State University
	Workshop for the crafting of Table of major Final Outputs and success indicators for the Strategic performance Management System for Administration	Sept. 6, 2012				Visayas State University
	Workshop for the crafting of Table of major Final Outputs and success indicators for the Strategic performance Management System for Instruction	Sept. 4, 2012				Visayas State University
	Personality Development for for Administration	Sept. 20, 2011				Visayas State University
	Preparation of Performance Targets and Accomplishments	June 26, 2011				Visayas State University
	Seminar-Workshop on E-Procurement	July 25, 2010				Visayas State University
	Reorientation Seminar of Frontliners	July 7, 2011				Visayas State University
	Seminar on Total Quality Management Among Administrative Personnel	March 18, 2010	March 19, 2010			Visayas State University
	Total Quality Management	March 11, 2010	March 15, 2010			Visayas State University
	Cashier's Training	May 11, 2008	May 15, 2008			Super Metro Mandaue, 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)		
	Driving					



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?  
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?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

☐ 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)?  
  
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.
PACIENCIA P. MILAN	GUADALUPE, BAYBAY CITY, LEYTE	9484992730
ALICIA M. FLORES	GUADALUPE, BAYBAY CITY, LEYTE	563 0600 Local 1009
BEATRIZ S. BELONIAS	VSICA, BAYBAY CITY, LEYTE	563 0600 Local 1043

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)

03/20/2023

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