

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.

I. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Villamor						
FIRST NAME	Kelvin Klyde					NAME EXTENSION (JR., SR)	
MIDDLE NAME	Cruz						
3. DATE OF BIRTH (mm/dd/yyyy)	05-25-2002		16. CITIZENSHIP		Pls. indicate country:		
4. PLACE OF BIRTH	Sta. Mesa, Manila		If holder of dual citizenship, please indicate the details.				
5. SEX	Male						
6. CIVIL STATUS	Single		17. RESIDENTIAL ADDRESS		House/Block/Lot No. Street		
7. HEIGHT (m)	1.67		ZIP CODE		214 Subdivision/Village Barangay		
8. WEIGHT (kg)	67				City/Municipality Libertad		
9. BLOOD TYPE	B+				Province		
10. GSIS ID NO.	n/a				6541, Oromoc City, Leyte		
11. PAG-IBIG ID NO.	n/a		18. PERMANENT ADDRESS		House/Block/Lot No. Street		
12. PHILHEALTH NO.	n/a		ZIP CODE		214 Subdivision/Village Barangay		
13. SSS NO.	n/a				City/Municipality Libertad		
14. TIN NO.	651-190-709-00000				Province		
15. AGENCY EMPLOYEE NO.	n/a				6541 Leyte		
16. CITIZENSHIP			19. TELEPHONE NO.		n/a		
17. RESIDENTIAL ADDRESS			20. MOBILE NO.		09702839087		
18. PERMANENT ADDRESS			21. E-MAIL ADDRESS (if any)		villamorcsd@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	n/a	NAME EXTENSION (JR., SR)		
MIDDLE NAME	n/a			
OCCUPATION	n/a			
EMPLOYER/BUSINESS NAME	n/a			
BUSINESS ADDRESS	n/a			
TELEPHONE NO.	n/a			
24. FATHER'S SURNAME	Villamor			
FIRST NAME	Charles Jaycin	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Abano			
25. MOTHER'S MAIDEN NAME				
SURNAME	Cruz			
FIRST NAME	Annabel			
MIDDLE NAME	Hembra		(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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Oromoc City Central School	Elementary	2008	2014	Graduated	2014	Fast Achiever
SECONDARY	New Oromoc City National High School	Junior High School	2014	2018	Graduated	2018	Best in Science
VOCATIONAL / TRADE COURSE	Western Leyte College	Humanities and Social Sciences	18/06/2018	05/03/2020	Graduated	2020	With Honors
COLLEGE	Visayas State University	Bachelor of Arts in English Language Studies Major in English as Discipline	05/10/2020	07/08/2024	Graduated	2024	College Honor
GRADUATE STUDIES	Sandigan Colleges, Inc.	Master of Arts in Education Major in English as Second Language	05/05/2024	02/05/2025	Graduated	2025	Magma Cum Laude
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		July 12, 2025	

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[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]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE

July 12, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]





(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)
Tech savvy: knowledgeable of MS Word, MS PowerPoint, Excel and Canva	Certificate of Recongition as Committee Head on Education, College of Arts and Sciences, Visayas State University	Red Cross Youth Ormoc Chapter
In-depth knowledge of English Language as a discipline of study	Certificate of Teaching English as a Foreign Language	
loves to watch English movies	Certificate of Recognition: Best Action Research Presenter (Graduate Studies)	
Has passion for Linguistic Thesis Analysis	Certificate of Best Action Research Presenter (Graduate Studies)	
	Certificate of Recognition of Academic of Magna Cum Laude	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 12, 2025
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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 appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	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?	If YES, give details: _____ 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?	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?	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?	If YES, give details: _____ If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Maria Vanessa E. Gabunada, PhD</td> <td style="text-align: center;">Department of Arts, Languages, and Literature, VSU, Baybay City, Leyte</td> <td style="text-align: center;">mariavanessa.gabunada@vsu.edu.ph</td> </tr> <tr> <td style="text-align: center;">Annie A. Parmis, Ed.D.-ELT</td> <td style="text-align: center;">Department of Arts, Languages, and Literature, VSU, Baybay City, Leyte</td> <td style="text-align: center;">09478510163</td> </tr> <tr> <td style="text-align: center;">Michael De Jesus Girao, PhD-TLE</td> <td style="text-align: center;">Dean of the Graduate Studies, Sandigan Colleges, Inc., Batangas Campus</td> <td style="text-align: center;">09924920898</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	Maria Vanessa E. Gabunada, PhD	Department of Arts, Languages, and Literature, VSU, Baybay City, Leyte	mariavanessa.gabunada@vsu.edu.ph	Annie A. Parmis, Ed.D.-ELT	Department of Arts, Languages, and Literature, VSU, Baybay City, Leyte	09478510163	Michael De Jesus Girao, PhD-TLE	Dean of the Graduate Studies, Sandigan Colleges, Inc., Batangas Campus	09924920898	<div style="text-align: center;">  <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 5px;">Right Thumbmark</div>	
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px auto; text-align: center;"> Person Administering Oath </div>														