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	MARAPAO
FIRST NAME	JANE MELODY GRACE
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ARCAYNA
3. DATE OF BIRTH (mm/dd/yyyy)	12/14/1999
4. PLACE OF BIRTH	BISLIG CITY 8311
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.65
8. WEIGHT (kg)	55
9. BLOOD TYPE	B+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121356985224
12. PHILHEALTH NO.	18-251792275-8
13. SSS NO.	09-5284674-9
14. TIN NO.	N/A
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.: P14; Street: ; Subdivision/Village: BANANA VILLAGE; Barangay: DOONGAN; City/Municipality: BUTUAN CITY; Province: AGUSAN DEL NORTE
ZIP CODE	8600
18. PERMANENT ADDRESS	House/Block/Lot No.: P5; Street: ; Subdivision/Village: COMAWAS; Barangay: ; City/Municipality: BISLIG CITY; Province: SURIGAO DEL SUR
ZIP CODE	8311
19. TELEPHONE NO.	N/A
20. MOBILE NO.	+639072328110
21. E-MAIL ADDRESS (if any)	melodymarapao88@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))	N/A	N/A
MIDDLE NAME	N/A	N/A	N/A
OCCUPATION	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	MARAPAO	N/A	N/A
FIRST NAME	ALFREDO (NAME EXTENSION (JR., SR) JR)	N/A	N/A
MIDDLE NAME	MAGLANGIT	N/A	N/A
25. MOTHER'S MAIDEN NAME		N/A	N/A
SURNAME	ARCAYNA	N/A	N/A
FIRST NAME	RUBY	N/A	N/A
MIDDLE NAME	CAGUIL	(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	BALINGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012		2012	WITH HONORS
SECONDARY	TABON M. ESTRELLA NATIIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2018		2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	CARAGA STATE UNIVERSITY- MAIN CAMPUS	BACHELOR OF SCIENCE IN GEODETIC ENGINEERING	2020	2024		2024	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 6, 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	88.58%	03/03/2024	AGUSAN NATIONAL HIGH SCHOOL, BUTUAN CITY		
GEODETIC ENGINEER	73.80%	10/17-18/2024	VCDU PRINCE HOTEL AND GRAND CONVENTION CENTER, BUTUAN CITY	0012892	12/14/2027

(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						
		N/A					
		N/A					
		N/A

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				
N/A				
N/A				
N/A				
N/A				
N/A				
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			
ON-THE-JOB TRAINING	08/15/2023	09/15/2023	240	TECHNICAL	A.G. SALVADOR LAND SURVEYING SERVICES
WEBINAR ON OCEAN INFINITY-RECRUITING FOR THE FUTURE OF OFFSHORE SURVEY	07/21/2023	07/21/2023	8	TECHNICAL	OCEAN INFINITY & CARAGA STATE UNIVERSITY-DEPARTMENT OF GEODETIC ENGINEERING
PHILSA INTEGRATED NETWORK FOR SPACE-ENABLED ACTIONS TOWARDS SUSTAINABILITY (PINAS) PROJECT LAUNCH	10/06/2022	10/06/2022	8	TECHNICAL	PHILIPPINE SPACE AGENCY
SUPERMAP TRAINING CLASS FOR CARAGA STATE UNIVERSITY- DEPARTMENT OF GEODETIC ENGINEERING	03/09/2022	03/23/2022	8	TECHNICAL	SUPERMAP
SCITECH4DEV 2020 FORUM RESPONSIVE & INTELLIGENT SUPPRESSION OF COVID-19 AND ITS SOCIETAL IMPACTS USING SPATIAL TECHNOLOGIES (RESIST COVID-19) WEBINAR	10/14/2020	10/19/2020	16	TECHNICAL	CARAGA CENTER FOR GEO-INFORMATICS, CARAGA 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)
BASIC CARTOGRAPHIC AND SURVEYING SKILLS	JOURNALISM	N/A
WORKING KNOWLEDGE ON QGIS & ENVI SOFTWARES		N/A
COMPUTER LITERATE (MS OFFICE APPLICATIONS)		N/A
LANGUAGE LEARNING		N/A
		N/A
		N/A
		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 6, 2025

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?	☐ YES ☑ NO
b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ 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?	☐ YES ☑ NO If YES, please specify:
b. Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ARCHIE G. SALVADOR	BUTUAN CITY	639105589981
EDELYN A. BAUTISTA	BISLIG CITY	639381589667
JESABILLE G. UNDAYAY	CABADBARAN CITY	639207408238

JANE MELODY GRACE ARCAYNA MARAPAO

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.:	0012892	
Date/Place of Issuance:	12/02/2024	BUTUAN CITY

Signature (Sign inside the box)

FEBRUARY 6, 2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 07 2025, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 184
Page No. 37
Book No. 20
Series of 2025

ATTY. JOHN CHRIS. UNAY Sr.
Notary Public
Until Dec. 31, 2025
PTR # 2732 [illegible] 07-03-2025
IBP # 497387 (01-03-2025)
Serial No. _____
TIN # 206-339-676

Person Administering Oath