

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	IPIL		
FIRST NAME	CAREYSSA MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ISRAEL		
3. DATE OF BIRTH (mm/dd/yyyy)	9/5/1994	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS          ZIP CODE	1238A6 Cirilo Abella Apt.,    Tres de Abril St., House/Block/Lot No.    Street N/A    Brgy. Labangon Subdivision/Village    Barangay Cebu City    Cebu City/Municipality    Province
7. HEIGHT (m)	1.55 m		
8. WEIGHT (kg)	63 kg		
9. BLOOD TYPE	A		
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS          ZIP CODE	N/A    A. Bonifacio St. House/Block/Lot No.    Street n/a    Brgy. Zone 1 Subdivision/Village    Barangay Baybay City    Leyte City/Municipality    Province
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	12-025443696-5		
13. SSS NO.	3502190790		
14. TIN NO.	469-057-046-000	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	0945-820-9704
		21. E-MAIL ADDRESS (if any)	careyvssa01@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	IPIL			
FIRST NAME	REYNALDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CASTAÑAS			
25. MOTHER'S MAIDEN NAME	ISRAEL			
SURNAME	ISRAEL			
FIRST NAME	MELIZA			
MIDDLE NAME	VALENZONA		(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	BAYBAY NORTH CENTRAL SCHOOL	N/A	2001	2007	N/A	2006	SALUTATORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	2007	2011	N/A	2011	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN CARLOS	BS- Accounting Technology	2011	2015	N/A	2015	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF SAN JOSE RECOLETOS	Bachelor of Laws	2015	2020	N/A	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/30/22	CS FORM 212 (Revised 2017), Page 1 of 4
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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			
(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			
	1ST USC ACCOUNTANCY CONVENTION	9/6/2014	/ /	4		USC JPIA/ JFINEX
	INVESTMENT BANKING SYMPOSIUM	8/29/2014	/ /	4		USC JPIA/ JFINEX
	FIRST STUDENT FINANCE CONVENTION	2/28/2013	3/1/2013	16		USC BUSINESS AD.
	BSP FORUM: NEW GENERATION CURRENCY	8/1/2012	/ /	4		USC JPIA/ JFINEX
	CAREER TALK	2/6/2015	/ /	4		Securities and Exchange Commission
	STOCK AND NON-STOCK REGISTRATION	1/0/1900	/ /	8		Securities and Exchange Commission
	REFRESHER WORKSHOP ON FRONTLINE TECHNICAL SERVICES OF THE CEBU EXTENSION AND SATELLITE OFFICES IN CEBU	4/27/2017	4/27/2017	8		Securities and Exchange Commission
	MAGNA CARTA FOR WOMEN	4/8/2017	4/28/2017	4		CIVIL SERVICE COMMISSION
	SEC COMPANY REGISTRATION SEMINAR	2021		1.0		Securities and Exchange Commission
	SEC Online Submission Tool	2021		1.0		Securities and Exchange Commission
	SEC Reportorial Requirement	2021		1.0		Securities and Exchange Commission
	CYBERSECURITY ORIENTATION IN THE JUDICIARY SEMINAR	2022		4.0		Supreme Court of the Philippines
(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)		
	Sound knowledge of business management and accounting	MS. USC-JPIALYMPICS 2014		University of San Carlos- Junior Philippine Institute of Accountants		
	Oriented in ERP Software: SAP Business One, Net Suite	MS. RF SPORTSFEST 2015 - 2ND RUNNER UP		University of San Carlos- Junior Financial Executives		
	Oriented in Microsoft Office Applications: MS WORD, EXCEL, POWERPOINT	MS. BAYBAY CITY SUMMER SPORTS LEAGUE 2011		University of San Carlos Alumni Association		
	Good oral and written communication	MS. BAYBAY CITY QUEEN OF ALL SPORTS 2010		YOUTH FOR CHRIST		
	Good typing skills	MS. POMPONAN 2009		LEX CIRCLE		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	06/30/22	
				CS FORM 212 (Revised 2017), Page 3 of 4		

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
ATTY. ALMA MARIE ESTRADA DALENA		SEC Bldg., V. Rama, Cebu City
ATTY. KIM ARANAS, CPA		
ATTY. MANUEL EUFRACIO F. ZOSA		Brgy. Capitol Site, Cebu City
		9189192385
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.		
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: DRIVER'S LICENSE</div> <div>ID/License/Passport No.: H12-15-003312</div> <div>Date/Place of Issuance: Baybay City, Leyte; 04/13/21</div>		<div><div>cfil</div><div>Signature (Sign inside the box)</div><div>6/30/2022</div><div>Date Accomplished</div></div> <div><div></div><div>PHOTO</div></div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>Person Administering Oath</div>		

CS FORM 212 (Revised 2017), Page 4 of 4