| CS Form | No. | 212 |
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| Revised 20 | 17 | |

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling 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 on Z. SURVAME Apas NAME EXTENSION (JR., SR) FIRST NAME Genalyn MIDDLE NAME Mendez 3. DATE OF BIRTH 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) 12/04/1992 by birth by naturalization Pls, indicate country: 4. PLACE OF BIRTH If holder of dual citizenship, please indicate the details. ☐ Male ✓ Female Philippines 5. SEX Centro Married 7. RESIDENTIAL ADDRESS ✓ Single 6. CIVIL STATUS House/Block/Lot No Widowed Separated Street Kansungka Other/s: Subdivision/Village Barangay LEYTE BAYBAY 1 52 7. HEIGHT (m) City/Municipality Province 47.00 ZIP CODE 6521 8. WEIGHT (kg) 18. PERMANENT ADDRESS Centro 0 9. BLOOD TYPE House/Block/Lot No Street Kansungka 10. GSIS ID NO. N/A Subdivision/Village Barangay BAYBAY LEYTE N/A 11. PAG-IBIG ID NO. City/Municipality Province ZIP CODE 6521 12 PHILHEALTH NO N/A 13. SSS NO. N/A 19. TELEPHONE NO. N/A 951-353-9477 20. MOBILE NO. 14. TIN NO. N/A genalyn.apas@vsu.edu.ph 21. E-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO. V02086 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) N/A 22. SPOUSE\'S SURNAME NAME EXTENSION (JR., SR) N/A N/A FIRST NAME N/A N/A MIDDLE NAME N/A N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** N/A TELEPHONE NO. N/A 4. FATHERI'S SURNAME Apas NAME EXTENSION (JR., SR) Danilo FIRST NAME Galado MIDDLE NAME N/A 25. MOTHERY'S MAIDEN NAME N/A SURNAME FIRST NAME N/A N/A (Continue on separate sheet if necessary) MIDDLE NAME HIGHEST SCHOLARSHIP PERIOD OF ATTENDANCE LEVEL/UNITS EARNED YEAR GRADUATED NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL (Write in full) (Write in full) HONORS From To RECEIVED (if not graduat 2001 2005 2005 N/A Kansungka Elementary School Elementary ELEMENTARY N/A SECONDARY Baybay National High School High School 2005 2009 2009 VOCATIONAL/ TRADE COURSE N/A 2013 N/A 2009 2013 COLLEGE Visayas State University Bachelor of Science in Agribusiness **GRADUATE STUDIES** N/A DATE 03/03/2025 SIGNATURE

| 27. CARE | ER SERVICE/ RA | 1080 (BOARD/ BAR) UNDER | DATING | DATE OF | SONAL | 1519 | | LICENSE (if a | applicable) |
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| SPECIAL LAWS/CES/CSEE | | RATING (If Applicable) | EXAMINATION / PLACE OF EXAMINATION / CON | | | | NUMBER | Date of Validity | |
| Career Service Professional 80.7 | | 80.76 | 04/15/2018 Tack | | oban City | | N/A | 06/01/20 | |
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| | EXPERIEN vate employme | ICE ant. Start from your recent | owerence work) Descriptio | (Continue on separate she n of duties should b | Separated | | ience sheet. | | |
| | USIVE DATES m/dd/yyyy) | POSITION TITLI (Write in full/Do not abb | reviate) | DEPARTMENT / AGE (Write in full/ | NCY / OFFICE / COMPANY Do not abbreviate) | MONTHLY | SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/ INCREMENT | STATUS OF APPOINTMENT | GOVT SERVICE (Y/N) |
| 01/01/2025 | PRESENT | Administrative Aid | e III | Visavas S | tate University | 15,852.00 | 3-1 | Permanent | Y |
| 01/01/2024 | | Administrative Aid | | - 10 m | tate University | 15,265.00 | 3-1 | Permanent | Y |
| 03/06/2023 | | Administrative Aid | e III | Visayas S | tate University | 14,678.00 | 3-1 | Permanent | Y |
| 10/06/2014 | 03/31/2017 | Branch Cashiel | P | | Services Corporation | 7,100.00 | | Permanent | N |
| 06/04/2013 | 02/08/2014 | Farm Encoder/Quality C | Controller | Processing and the second | t-Export Incorporated | 9,100,00 | | Contractual | N |
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| VI. VOLUNTARY WORK OR INVOLVEMENT IN | CIVIC / NON-GOVERNMENT / F | PEOPLE / VO | LUNTARY OF | RGANIZATION | S | ME AND THE STATE OF THE STATE O |
|--|---|--|---------------------|------------------------|--|--|
| 29. NAME & ADDRESS OF ORG | GANIZATION | INCLUSIV (mm/di | | NUMBER OF HOURS | | POSITION / NATURE OF WORK |
| N/A | | N/A | N/A | N/A | | N/A |
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| VII. LEARNING AND DEVELOPMENT (L&D) II | | THE RESERVE AND ADDRESS OF THE PERSON. | sheet if necessary) | MENT IN THE | | |
| W. EDAMINO AND DEVELOR WENT (EGD) II | | INCLUSIVE | DATES OF | I I | Type of LD | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTER (Write in full) | EVENTIONS/TRAINING PROGRAMS | | DANCE d/yyyy) | NUMBER OF HOURS | (Managerial/ Supervisory/ | CONDUCTED/ SPONSORED BY (Write in full) |
| | | From | То | | Technical/etc) | |
| Python Programming and Numerical Methods: An Intro and Differential Equations | duction to Numerical Linear Algebra | 1/29/2025 | 1/31/2025 | 24 | Technical | Department of Mathematics, Visayas State University |
| ISO 9001:2015 Awareness and Re-Awareness Seminar | | 9/9/2024 | 9/9/2024 | 4 | Technical | Quality Assurance Center |
| Summer Upgrading Program for Mathematics Teachers | i | 6/6/2024 | 6/5/2024 | 24 | Technical | Mathematical Society of the Philippines with Department of Mathematics-VSU |
| Enhancing Digital Communication: VOIP Phone Master | | 11/20/2023 | 11/20/2023 | 4 | Technical | Information & Communications Technology |
| HRIS Software Onboarding | | 12/6/2023 | 12/6/2023 | 8 | Technical | Management Center Learning & Development-Human Resource |
| Unlocking Excllence: The 5S Revolution of Clerks and | Heads at Visavas State University | 11/26/2023 | 11/26/2023 | 8 | Technical | Management Office Learning & Development-Human Resource |
| omouning Exemence. The 30 Revolution of clerks and | In the same of the same | | /20/2020 | | . John Dar | Management Office |
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| | (Cont | tinue on separate | sheet if necessary |) | | |
| VIII. OTHER INFORMATION | | | | | | |
| 31. SPECIAL SKILLS and HOBBIES | 32. NON- | | NCTIONS / RECOO | GNITION | | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
| READING | | | | VSU-Credit Cooperative | | |
| PROGRAM LAY-OUT DESIGNING | | | | | VSU Administrative Personnel Association | |
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| | (Con | tinue on separate | sheet if necessary | 9 | | |
| SIGNATURE | 5 che | 5 | | DA | ITE | soc proper |
| | | | | - | | CS FORM 212 (Revised 2017), Page 3 of 4 |

| 34. Are you rela | ated by consanguinity or affinity to the appoint | ting or recommending authority, or to | | | |
|---|--|--|--------------------------------------|--|--|
| the chief of | bureau or office or to the person who has imi | | | | |
| | eau or Department where you will be apppoint | | | | |
| | e third degree? | YES | ✓ NO | | |
| b. within the | e fourth degree (for Local Government Unit - (| YES If YES, give details: | ✓NO | | |
| 35. a. Have you | u ever been found guilty of any administrative | offense? | YES | ▽ NO | |
| | | | If YES, give details: | | |
| h Have you | Have you been criminally charged before any court? | | | √NO . | |
| b. Have you | a poor our many oranged polote any court. | | If YES, give details: Date Filed: | | |
| 256 | CONTROL CONTRO | NOLUSIVE DETECTE ADMINISTRATION ADMINISTRATI | Status of Case/s: | | |
| | ever been convicted of any crime or violation or by any court or tribunal? | YES If YES, give details: | ✓NO | | |
| 37. Have you e | ever been separated from the service in any o | f the following modes: resignation. | ✓ YES | NO | |
| retirement, | dropped from the rolls, dismissal, termination (abolition) in the public or private sector? | | If YES, give details: | Resignation | |
| | u ever been a candidate in a national or local rangay election)? | ☐YES ☑NO If YES, give details: | | | |
| | u resigned from the government service durin n to promote/actively campaign for a national | ☐YES ✓NO If YES, give details: | | | |
| 39. Have you a | acquired the status of an immigrant or permar | ☐YES ☑NO If YES, give details (country): | | | |
| 7277); and | c: (a) Indigenous Peoplet's Act (RA 8371); (b) (c) Solo Parents Welfare Act of 2000 (RA 89) member of any indigenous group? person with disability? solo parent? | If YES, please specify: YES VNO If YES, please specify ID No YES VNO If YES, please specify ID No | | | |
| 41. REFERENCE | ES (Person not related by consanguinity or affinity to app | licant /appointee) | II 123, please speci | y ID NO | |
| | NAME | ADDRESS | TEL, NO. | | |
| | Lourd Franz M. Gabunada | VisCa, Baybay City, Leyte | | | |
| Ma. Theresa P. Loreto | | VisCa, Baybay City, Leyte | | (a a h | |
| | Kyza Mae Ramoneda | Brgy. Sta. Cruz, Baybay City, Leyte | | | |
| complete s Philippines agree that | nder oath that I have personally accomplished statement pursuant to the provisions of pertical authorize the agency head/authorized repretent any misrepresentation made in this doctive/criminal case/s against me. | nent laws, rules and regulations of the resentative to verify/validate the contents | Republic of the stated herein, I | GENALYN M. APAS | |
| | ssued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, NDICATE ID Number and Date of Issuance | LIBE | , | CORPORATION OF THE PROPERTY OF | |
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| Date/Place of Is | ate/Place of Issuance: N/A 03/03/2025 Date Accomplished | | | Right Thumbmark | |
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