CS Form No. 212 Revised 2017	PERSO	NAL DAT	A SH	EE1					
concerned.	tion made in the Personal Data Sheet and the					riminal case/s ag	ainst the per	son	
Print legibly. Tick appropriate boxe	TO FILLING OUT THE PERSONAL DATA SHE s) and use separate sheet if necessary. Indica	ate N/A if not applicable. DO NO	T ABBREVIAT	E.	1, CS ID No.		(Do not fill up. f	For CSC use only)	
I. PERSONAL INFORMATIO									
2. SURNAME	Sabando					NAME EXTENSION / ID	CD		
FIRST NAME	Menchu					NAME EXTENSION (JR.	, SR) NA		
MIDDLE NAME	Buchaflor								
DATE OF BIRTH (mm/dd/yyyy)	06/4/1993	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.		Filipino Dual Citizenship Duy birth De Pls. indicate cour			□by naturaliz	by naturalization	
4. PLACE OF BIRTH							country:		
5. SEX	☐ Male ☐ Female			the state of the s					
6 CIVIL STATUS	Single Married Widowed Separated Other/s:	17. RESIDENTIAL ADDRESS		se/Block/Lot No			Street Barangay		
7. HEIGHT (m)	1-253				96.5-11				
8. WEIGHT (kg)	19 kg	ZIP CODE	G	ty/Municipality			Province		
9. BLOOD TYPE		18. PERMANENT ADDRESS							
10. GSIS ID NO.	A positive.		Hou	se/Block/Lot No	0.	protu.	Street Street Barangay	ià	
				bdivision/Village		2 4	Barangay		
11. PAG-IBIG ID NO.	1211 84012100		C	ybay ity/Municipality	C)y		Province		
12. PHILHEALTH NO.	13202091124	ZIP CODE							
13. SSS NO.	063661203	19. TELEPHONE NO.						_	
14. TIN NO.	321-728-991	20. MOBILE NO.	0906delos	62488/	09399	84/038	_	-	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	menchus	abando	@quai,	184/038 120m			
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	NA		23. NAME of CH	LDREN (Write	full name and	ist ail)	DATE OF BIRT	H (mm/dd/yyyy)	
FIRST NAME	NA	NAME EXTENSION (JR., SR)		NA					
MIDDLE NAME	NA								
OCCUPATION									
EMPLOYER/BUSINESS NAME									
BUSINESS ADDRESS			-						
TELEPHONE NO.	0,,,								
24. FATHER'S SURNAME	Sabando	NAME EXTENSION (JR., SR)	-						
FIRST NAME	2acanas	Jr					-		
MIDDLE NAME	Gome.		-						
25. MOTHER'S MAIDEN NAME SURNAME	Brenafler								
FIRST NAME	Nelia					-			
MIDDLE NAME	Tripoli		Service of the	/Co	ontinue on sep	parate sheet if neces	sary)		
III. EDUCATIONAL BACKO			harman and the same						
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	EE/COURSE	PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	Bombay Il Couth) Central	kirder 11- Grade	n	1498	2005		2004	NA	
SECONDARY	Franciscan College of the Immacula			2005	2009		2009	NCAE	
VOCATIONAL / TRADE COURSE	Conception							TO TRAINEVE	
COLLEGE	Fromos wan College of the phracipal	Brower Alman Hondin	nains than	2009 -	2015		2015	Academic	
GRADUATE STUDIES	Conceptor	THE PERSON OF THE PERSON OF THE	my.	70					
SIGNATURE	Mealfy-10	Continue on separate sheet if nec	essary)	DA	ITE	11/20/2	, , , , ,		
	1 John						-	d 2017), Page 1 of 4	

IV. CIVIL SERVICE ELIGIBILITY 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER PATING			DATE OF				LICENSE (if	applicable	
	RANGAY ELIGIBI	AWS/ CES/ CSEE LITY / DRIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date Valid
Paper tes	mile Gram + Profession	ination Pen 9	86.00	Aug. 20, 2029	& Joseph College Southern le	Maarin 1	Cdy,		
		أطاني		1.1		WITT THE		Vanish and Age	-
		- the desired							
							-		
			1. —						
		· ·							
/ WORK E	XPERIENCE		(0)	ontinue on separate sheet	if necessary)		Allen Ser II		
		ant. Start from your rece	nt work) Descripti	ion of duties should	be indicated in the attac	hed Work Ex	perience she	eet.	
	ISIVE DATES m/dd/yyyy)	POSITION 1 (Write in full/Do not			ENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (If applicable)& STEP	STATUS OF	GOV SERV
From	То	(write in full to not	appreviate)	(VVrite in ful	/Do not abbreviate)	SALARY	(Format *00-6*)/ INCREMENT	APPOINTMENT	(Y/
alouhors	Present	Admin Ande 111		VSU Account	ig Office	12,00.00		So	Y
21 4	07/14/2003	Accounting Super	isor	MICHAMAKE	momie Ventures, (A NGD), INC omie Ventrus (A	22,0000		Regular	X
	4/10/2019	Branch Account		purofrance h	onic Ventrus (A	14,00.00		Regular	N
log hols	08/27/2018		nk	solionas poe	Leeping tirm	KID		Rigular	N
	Oct 12017	Paranch Account)ant	,	MGO) (ne	10,00.00		Regulas	N
DOM	1014	Povak Jeadim	c luton	working (Fudent	10/hr		NA	N
				-		* 11			
									_
									-
									_
	-						TID/EIT		
			-						1
				1.9					
			^ T						
			Cor	finue on separate sheet If	necessary)				
SIGNAT	TURE	Manylo	loo.	are an aspectate angel if	DATE	11/20/20	2.2		

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMEN	and the last of th	VOLUNTARY VEDATES	ORGANIZATIO	N/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	(mm/	dd/yyyy)	NUMBER OF HOURS		POSITION / NATURE OF WORK
	From	То			
·	-				
			1		
T1 II					
		1		-	
_ = / 1					
Law of the T					
	ntinue on separate)		
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING F (Start from the most recent L&D training program and include only the relevant L&D training taken for t			l'Executive Manageri	al positions)	
	INCLUSIVE	E DATES OF		Type of LD	
 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) 		IDANCE Id/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		Technical/etc)	Business to A to I
Customer Service Training	03/9/2013	3/9/203	3hx		Business beach Inc. /CEM
World hision's Information of Oaka Tracking	3/18/2003	Thelian	3hrs		world neion / CEN
Personal Society Online tradaig	alano	Dichora	Thre.		world usum /CEA
Cuil Service Commejon amiar	2/20/10/15	2 hohor			FUC CSC
Social Enguette Seminar	10/3/2012	10/3/2012	,		MBA - FOIC (Modern Priested)
	rhohors	1 ,	1day		Mondon Cine
DOP ROLE in the philippine Economy & NGC	1 1	Tholog	(Lay		BSP - FOIC
Exective Communication & Listening Stills Seminar	8/29/2013	8/24/2013	1 day	-	Modern Musmows Johnwers Clab/80
Effective Communication & Listing Stills General	wh/rons	10/2/2013	1 day	PATE:	Modern Musmoso Achilvers Club/FC)
				_ 14	The Company of the Co
= '20X					
					entif films so
	1 1 1 1	11	10 15		The mark electrons
VIII. OTHER INFORMATION	ntinue on separate :	sheet if necessary)			
	ACADEMIC DISTIN	ICTIONS / PECOO	NITION		NEW PERSON IN ACCORDANG TO MODERNITATION
31. SPECIAL SKILLS and HOBBIES 32.		e in full)	WITON		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
- Answering QAA Solving-Online Most Outstanding &	branch A	cenutar	t leyte A	reas CHI	singles for clisist
- Answering QAA Solving-Online Most Outstanding D	ranch bo	cexulout	whole -	7/1-101	ya so
Singing	The fire	The state of	- A	WI WI	
Mingrit y			····		
		-			Maria de la companya della companya della companya della companya de la companya della companya
	stinue on separate :	heat if anne	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
	on separate :	and and and a	DA	TE	ula lanca
SIGNATURE					(10/10L3) CS FORM 212 (Revised 2017), Page 3 of 4

34. Are you related 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 immed	liate supervision over you in the Office,	- Valvana i i man	
Bureau or Department where you will be apppointed,			
a. within the third degree?		YES NO	
b. within the fourth degree (for Local Government Unit - C	Career Employees)?	☐ YES ☐ NO	
		If YES, give details:	
- Harrison had found a Short on a delicit. De			
35. a. Have you ever been found guilty of any administrative	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	f any law, decree, ordinance or regulation by	☐ YES ☑ NO	
any court or tribunal?		☐ YES ☐ NO If YES, give details:	
		II 1 LO, give detaile.	
27 Unio vivi averaban apparated from the continuing and			
 Have you ever been separated from the service in any of dropped from the rolls, dismissal, termination, end of term 	the following modes: resignation, retirement,		
in the public or private sector?	, illustred contract or phased out (abolition)	If YES, give details:	
38. a. Have you ever been a candidate in a national or local e	plantian hold within the last year (avent		
Barangay election)?	rection field within the last year (except	YES NO	
		If YES, give details:	
b. Have you resigned from the government service during	the three (3)-month period before the last	☐ YES NO	
election to promote/actively campaign for a national or loc		If YES, give details:	
39. Have you acquired the status of an immigrant or permane	ant resident of another country?	☐ YES ☑ NO	
		If YES, give details (country):	
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M	lagna Carta for Disabled Persons (RA 7277):		
and (c) Solo Parents Welfare Act of 2000 (RA 8972), pleas	se answer the following items:		
a. Are you a member of any indigenous group?		☐ YES ☐ NO	
		If YES, please specify:	
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 applic	cant /appointee)		
NAME	ADDRESS	TEL NO.	
Valence Y. Vergis	Baylogy City levite	(525)0400-1000	
Lora A. : Corner			
tone thea laceres	comoc cry legte	09653407158	
Jone Post Bardalan	Baybay Oh bute	09103539788	
42. I declare under oath that I have personally accomplished	ned this Personal Data Sheet which is a tru	ue, correct and	
complete statement pursuant to the provisions of perti-	tinent laws, rules and regulations of the R	Republic of the	
Philippines. I authorize the agency head/authorized repres	sentative to verify/validate the contents stated	d herein. 1 Matterda	
agree that any misrepresentation made in this doc administrative/criminal case/s against me.	cument and its attachments shall cause	the filing of VILINCTIU ASABANDO	0
dulliming dayord minima vasors against mo.			_
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)			
PLEASE INDICATE ID Number and Date of Issuance		Def 16.6.5	
0		1+1	
THIS NOVIOTAL (1) Passport	Madrilo		
ID/License/Passport No.: Presport #. P5742773C	Signature (Sign inside the box	x)	
Date/Place of Issuance: 04/25/2013 bfA Tacloban	N/20/2023	Dieks Thursday	
A A STOOM DITT TOUR	Date Accomplished	Right Thumbmark	A S
SUBSCRIBED AND SWORN to before me this	, affiant exhibiting	g his/her validly issued government ID as indicated above.	
_	,	I filatilet validiy issued government to as indicated above.	
	Person Administering Oath		
	reison Administering Caur		

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: September 04, 2023-Present
- Position: Administrative Aide III (JO)
- · Name of Office/Unit: Accounting Office
- Immediate Supervisor: Mr. Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Responsible for the posting of Job Order payrolls, students Assistant's payroll, scholars and GTA; prepares monthly list of Job Order and outsider tax deductions for remittance; prepares monthly Job Order & Part-timer Pag-ibig Remittance.
- Duration: August 30, 2018-July 14, 2023
- · Position: Accounting Supervisor/Area Accountant
- · Name of Office/Unit: Accounting Department
- Immediate Supervisor: Estela Marie D. Miculob
- Name of Agency/Organization and Location: Community Economic Ventures (A Microfinance NGO), Inc.
 - · Summary of Actual Duties
 - Responsible in providing adequate technical in Area assignments during Financial review of documents; recording of all financial transactions and financial reporting; Conducts regular visits to every branch by coaching; auditing financial transactions; assists the management in conducting trainings and equipping on financial analysis and providing adequate technical support to Branch Accountant and in ensuring that financial policies are well implemented

(Signature over Printed Name of Employee/Applicant)

Date: 02/10/2014

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: April 15, 2015-June 16, 2017
- · Position: Branch Accountant
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Aivie Flores
- Name of Agency/Organization and Location: Community Economic Ventures (A Microfinance NGO), Inc.-Baybay Branch
 - Summary of Actual Duties:
 Responsible in recording financial transactions & maintaining books of accounts of the branch; ensures compliance of internal control in the branch; filing and maintenance of financial records, accounting & loan tracking system; physical inventory of branch Assets.
- Duration: January 03, 2018-August 27, 2018
- · Position: Accounting Clerk
- Name of Office/Unit: Accounting
- Immediate Supervisor: Josephine Soliano
- Name of Agency/Organization and Location: Soliano's Bookkeeping Firm
 - · Summary of Actual Duties
 - Responsible in recording financial transactions; prepares clients' remittances (SSS, Pag-ibig & Philhealth); process BIR transactions and docs for all clients.

(Signature over Printed Name of Employee/Applicant)

Date: 12/10/1014