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 FILE Print legibly. Tick appropriate boxes	LLING OUT THE PERSONAL DATA SHEET (PDS) BE			ATE	1 CC ID No.		/De set fill up F	CCC	
I. PERSONAL INFORMATIC		ate N/A ii not applicable. DO	NOT ABBREVI	AIE.	1. CS ID No.		(Do not till up. F	or CSC use only)	
2. SURNAME	CRUZ								
FIRST NAME	ANTONETTE					NAME EXTENSION (JI	R., SR) N/A		
MIDDLE NAME	SEVILLA								
3. DATE OF BIRTH		16. CITIZENSHIP				L			
(mm/dd/yyyy)	08/27/1989	io. omzerom	✓ Filip	oino	Dual Citizenship by birth	by natura	ilization		
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship,				country:			
5. SEX	☐ Male	please indicate the details.		Philippines					
6. CIVIL STATUS	☐ Single ✓ Married	17. RESIDENTIAL ADDRESS		309					
	Widowed Separated		Hou	se/Block/Lot N		Street Tinag-an			
	Other/s:		Sul	odivision/Villag		Barangay			
7. HEIGHT (m)	1.57	ZIP CODE		ALBUERA City/Municipality			LEYTE Province		
8. WEIGHT (kg)	55.00			6542					
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	Hou		lo	Velarde St. Street			
10. GSIS ID NO.	2005109888				ise/Block/Lot No.			Tinag-an	
11. PAG-IBIG ID NO.	121087888507			bdivision/Village ALBUERA			Barangay LEYTE		
12. PHILHEALTH NO.	130251095974	ZIP CODE	City/Municipality			Province 6542			
13. SSS NO.	N/A	19. TELEPHONE NO.				N/A			
14. TIN NO.	292355982000	20. MOBILE NO.	951			1-800-0520			
15. AGENCY EMPLOYEE NO.	V00944	21. E-MAIL ADDRESS (if any)	antonette.cruz@vsu.edu.ph						
II. FAMILY BACKGROUND									
22. SPOUSE\'S SURNAME	Cruz			HILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME	Fernando	NAME EXTENSION (JR., SR)		Loraine l	<u>.</u>	10/24/2010			
MIDDLE NAME	Echevaria								
OCCUPATION	Hardware Technici	an							
EMPLOYER/BUSINESS NAME	Dingo Smart Innovation Inc	corporated							
BUSINESS ADDRESS	Bagumbayan, Quezor	ı City							
TELEPHONE NO.	632-633-4351								
24. FATHER\'S SURNAME	Sevilla								
FIRST NAME	Dionesio	NAME EXTENSION (JR., SR)							
MIDDLE NAME	Sta. Iglesia								
25. MOTHER\'S MAIDEN NAME	Asteria Velarde Ap	og							
SURNAME	Sevilla								
FIRST NAME	Asteria								
MIDDLE NAME	Apog			(Continue on separate sheet if necessary)					
III. EDUCATIONAL BACKG	ROUND					HIGHEST	T	LOCUOLA POLUPI	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE	PERIOD OF A	To	LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	Tinag-an Elementary School	Elementary		1995	2001	(es g.uuuditeu)	2001	N/A	
SECONDARY	Visayas State University Laboratory High School	High School		2001	2005		2005	N/A	
VOCATIONAL/ TRADE COURSE	N/A								
COLLEGE	STI College	Bachelor of Science in Computer Engineering		2005	2010		2010	N/A	
GRADUATE STUDIES	Visayas State University	Master of Science in Man		2012	2018		2018	N/A	
SIGNATURE		25,5 0.1000, 11 11000	//	DA	\TE		03/02/2023		

Convertication Processor Convertication Convertic	IV. CIVIL SERVICE ELIGIBILITY									
Contract Contract	27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER DATING			RATING		ATION / CONFEE	NATALT.	LICENSE (if applicable)		
	SPECIAL LAWS/ CES/ CSEE (16 Applicable			(If Applicable)				KMEN I	NUMBER	
VALUE Control Contro	Career Service Professional			81.59	05/22/2011	Tacloban City			N/A	N/A
VALUE Control Contro										
VALUE Control Contro										
VALUE Control Contro										
VALUE Control Contro										
VALUE Control Contro										
VALUE Control Contro										
	V WORK	EVDEDIEN	NCE		(Continue on separate she	eet if necessary)				
Position NTLC Cytes of Late Control DEPARTMENT AGENCY FORTICE (COMPANY MACHINE) MACHINE MACHIN				t work) Descripti	on of duties should b	pe indicated in the attache	d Work Exper	ience sheet.		
0101/2022 PRESENT Administrative Adds VI Visayas State University 17,555.00 G-1 Permanent Y 0101/2022 Administrative Adds VI Visayas State University 16,877.00 G-1 Permanent Y 0802/20221 Administrative Adds VI Visayas State University 16,000.00 G-1 Permanent Y 0101/2022 Administrative Adds IV Visayas State University 16,000.00 G-1 Permanent Y 0101/2020 Administrative Adds IV Visayas State University 14,600.00 G-1 Permanent Y 0101/2020 Administrative Adds IV Visayas State University 13,000 G-1 Permanent Y 0218/2019 Administrative Adds IV Visayas State University 13,214.00 G-1 Permanent Y 0101/2019 02/17/2019 Administrative Adds III Visayas State University 12,460.00 G-1 Permanent Y 0101/2019 02/17/2019 Administrative Adds III Visayas State University 11,914.00 G-1 Permanent Y 0101/2017 12,010/2017 Administrative Adds III Visayas State University 11,937.00 G-1 Permanent Y 0101/2017 12,010/2017 Administrative Adds III Visayas State University 11,937.00 G-1 Permanent Y 05/100/2018 12,512/2016 Administrative Adds III Visayas State University 10,683.00 G-1 Permanent Y 05/100/2013 11,000/2013 Technical Service Representative Expens Global Solutions 10,000.00 Temporary N N N N N N N N N	(mr	(mm/dd/yyyy) POSITION TITL (Write in full/Do not abl					PAY GRADE (if applicable)& STEP (Format"00-0")/		SERVICE	
D802/2021 Administrative Ade VI			Administrative A	ide VI	Visayas	State University	17,553.00		Permanent	Y
D101/2021	01/01/2022		Administrative Ai	ide VI		•	16,877.00	6-1	Permanent	Y
10101/2020 Administrative Aids IV Visayas State University 13,207.00 4-1 Permanent Y	08/02/2021		Administrative A	ide VI	Visayas	State University	16,200.00	6-1	Permanent	Y
22/18/2019 Administrative Aide IV Visayas State University 13,214.00 4-1 Permanent Y	01/01/2021	01/01/2021 Administrative Ai		ide IV	Visayas	State University	14,400.00	4-1	Permanent	Y
2218/2019 Administrative Aide IV	01/01/2020		Administrative Aide IV		Visayas	State University	13,807.00	4-1	Permanent	Υ
D101/2019 02/17/2019 Administrative Aide III Visayas State University 12,466.00 3-1 Permanent Y	02/18/2019		Administrative Aide IV		Visayas	13,214.00	4-1	Permanent	Y	
01/01/2018 02/17/2019 Administrative Aide III Visayas State University 11,914.00 3-1 Permanent Y	02/18/2019		Administrative Ai	ide IV	Visayas	13,214.00	4-1	Permanent	Y	
1/10/12/017 1/2/31/2/17 Administrative Aide III Visayas State University 11,387.00 3-1 Permanent Y	01/01/2019	02/17/2019	Administrative A	ide III	Visayas	12,466.00	3-1	Permanent	Y	
11/02/2016 12/31/2016 Administrative Aide III Visayas State University 10,883.00 3-1 Permanent Y	01/01/2018	02/17/2019	Administrative A	Administrative Aide III		Visayas State University			Permanent	Y
05/10/2013 11/08/2023 Technical Service Representative Experts Global Solutions 10,000.00 - Temporary N	01/01/2017	12/31/2017	Administrative Aide III		Visayas	11,387.00	3-1	Permanent	Y	
(Continue on separate sheet if necessary) SIGNATURE DATE 03/02/2023	11/02/2016 12/31/2016 Administrative Aide		ide III	Visayas	10,883.00	3-1	Permanent	Y		
SIGNATURE DATE 03/02/2023	05/10/2013	11/08/2023	Technical Service Rep	resentative	Experts	Global Solutions	10,000.00	-	Temporary	N
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					(Continue on separate she	eet if necessary)				
	SIGNA	ATURE				DATE				117) Page 2 -4.4

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) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK		
N/A			N/A	N/A		N/A		
	(1	Continue on separat	e sheet if necessary					
	(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) From To		Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
Orientation/Re-orientation of Duties and Responsibilities of dD Documents and Records Control Procedure M		09/07/2022	09/07/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "		
ISO 9001:2015 Awareness/ Re-aware	ness Seminar	08/30/2022	08/30/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "		
Mandatory Orientation and Re-orientation of Academic Advisers, E College Hotline Agents	lepartment Enrollment Focal Persons, and	08/25/2022	08/25/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "		
Re-Orientation of Employees' Duties and Responsibi	lities and Customer Services	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University		
Coronavirus Vaccine: Are You Willing to	Take the Shot?	02/23/2021	02/23/2021	4	Technical	College of Arts and Science, Visayas State University		
"Control your Records before They Control You: The Basics of Re	cords Management and Records Control"	01/27/2021	01/27/2021	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)		
Document Tracking System			11/13/2020	4	Technical	Human Resource Information System, Visayas State University		
Identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)			08/28/2020	4	Technical	Supply, Procurement and Property Management Information System (SPPMIS), VSU		
Working Towards Personal Effectiveness			11/23/2018	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)		
Orientation on Preparation of Documents fo	or the Internal Audit	07/26/2017	07/26/2017	8	Technical	Quality Assurance Center, Visayas State University		
ISO 9001:2015 Enhancement Seminar-Workshop	on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "		
Full Awareness Training Course ISC	9001:2015	01/26/2017	01/27/2017	16	Technical	AJA Registrars Inc.		
	((Continue on separat	e sheet if necessary					
VIII. OTHER INFORMATION								
31. SPECIAL SKILLS and HOBBIES	32. NO		TINCTIONS / RECO	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
Customer Service		N/	N/A			VSU Alumni Association VSU ADMINISTRATIVE PERSONNEL ASSOCIATION		
Driving two/four wheels vehicles Ability to format and manipulate reports, data						(VSU-ADPA)		
Ability to format and manipulate reports, data, spreadsheets and graphics packages(i.e MS Office) an						Visayas State University Credit Cooperative		
Oral and Written Communication skills								
Records Management								
Clerical Skills								
	(1	Continue on separat	e sheet if necessary,) T				
SIGNATURE				DA	\TE	03/02/2023		
						CS FORM 212 (Revised 2017), Page 3 of 4		

34	Are you related by consanguinity or affinity to the app the chief of bureau or office or to the person who has Office, Bureau or Department where you will be appp	imn	nediate supervision over you in the						
	a. within the third degree?		YES	✓ NO					
	b. within the fourth degree (for Local Government Unit - Career Employees)?					✓ NO			
					ES, give details:				
35	a. Have you ever been found guilty of any administration	tive	offense?	It A	YES	✓ NO			
				11	ES, give details:				
	b. Have you been criminally charged before any cour	t?			YES	✓ NO			
				If YE	ES, give details:				
					Date Filed:				
				S	tatus of Case/s:				
36.	Have you ever been convicted of any crime or violation	on o	f any law, decree, ordinance or		YES	✓ NO			
	regulation by any court or tribunal?		,	If YE	ES, give details:				
27					✓ YES	NO			
37.	Have you ever been separated from the service in an retirement, dropped from the rolls, dismissal, terminal			If YE	ES, give details:				
	phased out (abolition) in the public or private sector?	,	ond or torm, milonod contact or	previous employer relocated					
38.	a. Have you ever been a candidate in a national or lo	ral e	election held within the last year		YES	✓ NO			
	(except Barangay election)?	oui c	noodon noid within the last your	If	YES, give details				
	h Have very reciprocal from the province at		, the three (2) we also neviced before the		YES	✓ NO			
	b. Have you resigned from the government service do last election to promote/actively campaign for a nation			l If	YES, give details				
_				-					
^{39.} Have you acquired the status of an immigrant or permanent resident of anot			ent resident of another country?	lt VI	YES S, give details (c	NO V			
				" "	ES, give details (C	ouritiy)			
40	· Pursuant to: (a) Indigenous People\'s Act (RA 8371);	/b\ I	Magna Carta for Disabled Parsons (DA						
1	7277); and (c) Solo Parents Welfare Act (RA 6371),								
a.	Are you a member of any indigenous group?		,,,,		YES	✓ NO			
	, as you a member of any margeness group.			If Y	ES, please specif				
b.	b. Are you a person with disability?				YES	✓ NO			
					ES, please specify				
c. Are you a solo parent?				If YE	✓YES ES, please specify	NO ID No≀	separated		
11	DEFEDENCE (Passes set related by assessminity as effective.		ant (ann sinte a)						
41	REFERENCES (Person not related by consanguinity or affinity to a	applic	T						
	NAME		ADDRESS		TEL. NO.		ID picture taken within		
	Nilda T. Amestoso		VSU, Visca, Baybay City, Leyte	(09362081944		the last 6 months 3.5 cm x 4.5 cm		
	Jannet C. Bencure		VSU, Visca, Baybay City, Leyte		09478909056		(passport size)		
	outlinet o. Bollouro	voo, vissa, zaysay oity, zoyte			30170303000		With full and handwritten name tag and signature over		
	Jundy R. Castil		VSU, Visca, Baybay City, Leyte	(09124147540		printed name		
42	I declare under oath that I have personally accompli-						Computer generated or photocopied picture		
	complete statement pursuant to the provisions of publications						is not acceptable		
	Philippines. I authorize the agency head/authorized representative to verify/validate the content agree that any misrepresentation made in this document and its attachments shall cau						PHOTO		
	administrative/criminal case/s against me.								
	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver\'s License,								
Ιħ	otc.) PLEASE INDICATE ID Number and Date of Issuance								
	Government Issued ID: N/A								
	ID/License/Passport No.: N/A Signature (Sign inside the								
Date/Place of Issuance: N/A Date Accomplished									
					Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this		, affiant exh	nibitin	g his/her validly iss	ued gov	ernment ID as indicated above.		
Danca Administrative Oct				oth					
1	Person Administering Oa								