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.

Print legibly. Tick appropriate boxes	LLING OUT THE PERSONAL DATA SHEET (PDS) BE s () and use separate sheet if necessary. Indica			ATF.	1. CS ID No.		(Do not fill up. F	or CSC use only)
I. PERSONAL INFORMATIC		ato 1477 til Hot applicable. Be i	TO TABBITE TO		1. 00 15 110.		(Bo not iiii up. 1	or coo doo only)
2. SURNAME	Napoles							
FIRST NAME	Homer Lois NAME EXTENSION (JR., SR) N/A							
MIDDLE NAME	Puerin							
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1988	16. CITIZENSHIP		✓ Filip	oino	Dual Citizenship	by natura	lization
4. PLACE OF BIRTH	Baybay, Leyte	enship,			Pls. indicate of	ountry:		
5. SEX	✓ Male Female	please indicate the d	etails.	Philippines				
6. CIVIL STATUS	Single Married Widowed Separated Other/s:	17. RESIDENTIAL ADDRESS		se/Block/Lot N			Purok 2 Street Gabas	
7. HEIGHT (m)	1.69		Sui	bdivision/Villag BAYBAY	10		Barangay LEYTE	
, ,	87.00	ZIP CODE	C	ity/Municipality	,	6521	Province	
8. WEIGHT (kg)		18. PERMANENT ADDRESS				0021	Purok 2	
9. BLOOD TYPE	B+		Hou	se/Block/Lot N	lo.		Street	
10. GSIS ID NO.	2005383943		Sui	bdivision/Villag	10		Gabas Barangay	
11. PAG-IBIG ID NO.	121216642173		C	BAYBAY ity/Municipality	,		LEYTE Province	
12. PHILHEALTH NO.	130251216747	ZIP CODE		6521				
13. SSS NO.	N/A	19. TELEPHONE NO.				N/A		
14. TIN NO.	279712957	20. MOBILE NO.		915-960-1859				
15. AGENCY EMPLOYEE NO.	V01065	21. E-MAIL ADDRESS (if any)	homerlois.napoles@vsu.edu.ph					
II. FAMILY BACKGROUND								
22. SPOUSE\'S SURNAME	CAWALING		23. NAME of CH	IILDREN (Writ	te full name an	d list all)	DATE OF BIRT	H (mm/dd/yyyy)
FIRST NAME	JANET NAME EXTENSION (JR., SR)		JU	JUSTIN HOLMES C. NAPOLES			12/30)/2014
MIDDLE NAME	LLANTO		J.	JANNU LOUIS C. NAPOLES			03/18	3/2020
OCCUPATION	PRIVATE EMPLOY	EE	J/	JACOB LUKAS C. NAPOLES			07/12	2/2024
EMPLOYER/BUSINESS NAME	EIGHT UNDER PA	IR						
BUSINESS ADDRESS	COGON, ORMOC CITY,	LEYTE						
TELEPHONE NO.	09274879854							
24. FATHER\'S SURNAME	NAPOLES							
FIRST NAME								
	HENRY	NAME EXTENSION (JR., SR)						
MIDDLE NAME	HENRY MARQUEZ	NAME EXTENSION (JR., SR)						
MIDDLE NAME 25. MOTHER\'S MAIDEN NAME		, ,						
	MARQUEZ	, ,						
25. MOTHER\'S MAIDEN NAME	MARQUEZ LYDIA TAGUD PUE	, ,						
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN	, ,		(C	Continue on sep	parate sheet if neces	sary)	
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN	, ,		(C	Continue on sep		sary)	COUNT ADOUBLE
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN	, ,	EE/COURSE		Continue on seg	highest Level/units EARNED (if not graduated)	sary) YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME III. EDUCATIONAL BACKG. 26.	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN ROUND	RIN BASIC EDUCATION/DEGR	EE/COURSE	PERIOD OF A	ATTENDANCE	HIGHEST LEVEL/UNITS EARNED	YEAR	ACADEMIC HONORS
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME III. EDUCATIONAL BACKG 26. LEVEL	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN ROUND NAME OF SCHOOL (Write in full) Alpha Christian School Baybay National High School	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE	PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME III. EDUCATIONAL BACKG 26. LEVEL ELEMENTARY SECONDARY VOCATIONAL/ TRADE COURSE	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN ROUND NAME OF SCHOOL (Write in full) Alpha Christian School Baybay National High School Ormoc City Technological Manpower Training and Research Center, Ormoc City	BASIC EDUCATION/DEGR (Write in full) Elementary High School Automotive		PERIOD OF A From 1994 2000 2014	To 2000	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED N/A N/A
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME III. EDUCATIONAL BACKG 26. LEVEL ELEMENTARY SECONDARY VOCATIONAL/ TRADE COURSE COLLEGE	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN ROUND NAME OF SCHOOL (Write in full) Alpha Christian School Baybay National High School Ormoc City Technological Manpower Training and Research Center, Ormoc City Visayas State University	BASIC EDUCATION/DEGR (Write in full) Elementary High School Automotive Bachelor of Science in Compr	uter Science	PERIOD OF A From 1994 2000 2014 2007	To 2000 2004	HIGHEST LEVEL/UNITS EARNED (if not graduated) Graduated Graduated NC II Graduated	YEAR GRADUATED 2000 2004	ACADEMIC HONORS RECEIVED N/A N/A N/A
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME III. EDUCATIONAL BACKG 26. LEVEL ELEMENTARY SECONDARY VOCATIONAL/TRADE COURSE	MARQUEZ LYDIA TAGUD PUE NAPOLES LYDIA PUERIN ROUND NAME OF SCHOOL (Write in full) Alpha Christian School Baybay National High School Ormoc City Technological Manpower Training and Research Center, Ormoc City Visayas State University College of Maasin	BASIC EDUCATION/DEGR (Write in full) Elementary High School Automotive	uter Science stration	PERIOD OF A From 1994 2000 2014	To 2000 2004 2014	HIGHEST LEVEL/UNITS EARNED (if not graduated) Graduated Graduated NC II	YEAR GRADUATED 2000 2004 2014	ACADEMIC HONORS RECEIVED N/A N/A

IV. CIVIL	SERVICE I	ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		RATING	IG DATE OF		ATION / CONFEE	DMENT	LICENSE (if a	pplicable)	
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		(If Applicable)	EXAMINATION / CONFERMENT			KMENI	NUMBER	Date of Validity	
	Career Service Sub-Professional		86.25	05/19/2014	05/19/2014 Cirilio Roy MN		City	N/A	N/A
	Career Service Professional		83.90	05/27/2016	EVSU, T	acloban City		N/A	N/A
V. WORK	EXPERIE	NCE		(Continue on separate she	eet if necessary)				
		ent. Start from your recen	t work) Descripti	ion of duties should b	oe indicated in the attache	d Work Exper			
	JSIVE DATES m/dd/yyyy) To	POSITION TITI (Write in full/Do not ab			ENCY / OFFICE / COMPANY II/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
01/01/2024	PRESENT	Registrar II		Visayas	State University	38,413.00	INCREMENT 15-1	Permanent	Y
01/01/2023		Registrar II			State University	36,619.00	15-1	Permanent	Y
03/21/2022		Registrar II			State University	35,097.00	15-1	Permanent	Y
01/01/2022		School Credits Ev	aluator	Visayas	State University	25,439.00	11-1	Permanent	Υ
01/01/2021		School Credits Ev	aluator	Visayas	State University	23,877.00	11-1	Permanent	Y
01/01/2020		School Credits Ev	aluator	Visayas State University		22,316.00	11-1	Permanent	Y
03/01/2019		School Credits Ev	aluator	Visayas State University		20,754.00	11-1	Permanent	Υ
03/01/2019		School Credits Ev	chool Credits Evaluator Visayas State University		19,620.00	11-1	Permanent	Y	
07/01/2018	12/31/2018	Administrative A	ide III	Visayas State University		541.54	-	Casual	Y
04/16/2018	06/30/2018	Administrative A	ide III	Visayas State University		541.54	-	Casual	Y
				(Continue on separate she	l ,				
SIGN	ATURE				DATE		01/17/ cs	2025 FORM 212 (Revised 20	017), Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNM	ENT / PEOPL	.E / VOLUNT.	ARY ORGANI	ZATION/S	
29. NAME & ADDRESS OF ORI (Write in full)	GANIZATION	INCLUSI\ (mm/d	/E DATES d/yyyy)	NUMBER OF		POSITION / NATURE OF WORK
		From N/A	То	HOURS		
N/A			N/A	N/A		N/A
	(1	Continue on separat	e sheet if necessary,			
VII. LEARNING AND DEVELOPMENT (L&D)						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE	DATES OF		Type of LD	
		ATTEN (mm/d	d/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Workshop on Harmonizing University Policies	s for Micro-credentials	From 05/06/2024	To 05/07/2024	16	Technical	Postgraduate Micro-Credentials for Food Security and Climate
workshop on namionizing onliversity Policies	s tor wild o-diederidals	03/00/2024	03/01/2024	10	recrinical	Change (PMC FSCC), SEARCA, Los Baños, Laguna
Digitization and Digital Preservation of Permanent Recor	ds for Easy Access and Retrieval	03/20/2024	03/22/2024	24	Technical	Government Records Officers' Association of the Philippines, Inc.
Faculty Onboarding 2nd Semester A.	Y. 2023-2024	01/15/2024	01/15/2024	8	Instruction	Visayas State University, Visca, Baybay City, Leyte
Design Thinking Worksho	рр	12/13/2023	12/14/2023	16	Managerial	Visayas State University
HRIS Software Onboardii	ng	12/06/2023	12/06/2023	8	Technical	Visayas State University, Visca, Baybay City, Leyte
Unlocking Excellence: The 5S Revolution for Clerks and	Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	Visayas State University, Visca, Baybay City, Leyte
Training-Workshop on Risk Ass	essment	09/11/2023	09/12/2023	16	Technical	Visayas State University, ViSCA, Baybay City, Leyte
ISO 9001:2015 Awareness & Re-awareness Webinar			08/29/2023	8	Technical	Visayas State University, ViSCA, Baybay City, Leyte
12th National Convention and Seminar-Workshop of the National Universities and Colleges (NARS		04/19/2023	04/21/2023	24	Managerial	National Association of Registrars of State Universities and Colleges (NARSUC), Inc.
ISO 9001:2015 Awareness/Re-awarenes	s Virtual Seminar	02/15/2023	02/15/2023	8	Technical	Visayas State University
Mandatory Orientation and Re-Orientation of Academic Advisers, 2nd Semester A.Y. 2022-2		02/10/2023	02/10/2023	8	Technical	Visayas State University, Visca, Baybay City, Leyte
Training-Workshop on Risk Ass	essment	11/24/2022	11/25/2022	16	Technical	Visayas State University
2022 HEI Registrars and Records Officers' Cor	vergence in Region VIII	11/07/2022	11/07/2022	8	Technical	Eastern Visayan Registrars Association of Higher Education Institutions / Commission on Higher Education Regional Office VIII
Padayon Estudyante		09/12/2022	09/13/2022	8	Instruction	Visayas State University - Main Campus
Hands-Only Cardiopulmonary Re	suscitation	07/21/2022	07/22/2022	16	Technical	Department of Health / Visayas State University
Disaster Risk Reduction and Management (DRRM) Train	ning for LGU - Baybay City, Leyte	06/04/2022	06/04/2022	8	Technical	Korea International Cooperation Agency (KOICA), Philippine KOICA Fellows Association, Inc. (PHILKOFA)
Virtual Data Privacy Act of 2012 Awar	eness Seminar	04/07/2022	04/07/2022	8	Technical	Visayas State University, Visca, Baybay City, Leyte
		PLEASE SEE A	TTACHMENT A			
VIII. OTHER INFORMATION	(Continue on separat	e sheet if necessary,			
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DIS		OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
	JE.		rite in full)			Visayas State University Administrative Personnel
Computer Programming	Top Trainee Top the Career Service Examination for Subprofessional Level					Association Tinag-an Antipolo Salvacion Vegetable Farmers
Driving Problem Solving	Top the Caree	OCIVICE EXAMIN	auon ioi Subpiole	JOSIONAL LEVE		Association Visayas State University Credit Cooperative
Microsoft Office Applications						visusus state oniversity oreali cooperative
Photoshop						
· · · · · · · · · · · · · · · · · · ·						
Logo Design		DI EACE OFF A	TTACUMENT D			
		PLEASE SEE A)		
				01/17/2025		
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Attachment A.1

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&	aD/training taken for	INCLUSIVE		nier/Executive/wana	igeriai positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAININ (Write in full)	G PROGRAMS	ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
VSU Graduate School Onboarding for Faculty and Students		02/24/2022	02/24/2022	8	Instruction	Visayas State University, Visca, Baybay City, Leyte	
Personal Equity and Retirement Account		06/16/2021	06/16/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)	
Personal Financial Management		06/15/2021	06/15/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)	
Role of the BSP and Recent Economic Developments		06/14/2021	06/14/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)	
ISO 9001:2015 Awareness/Reawareness		11/27/2020	11/27/2020	8	Technical	Visayas State University, Visca, Baybay City, Leyte (Online)	
Capacity Building on Land Use Development and Infrastructure Planning (F	Phase II)	01/27/2020	01/31/2020	40	Technical	Visayas State University, Visca, Baybay City, Leyte	
Human Resource Management Information System (HRMIS) Cyber Security	Training	12/18/2019	12/19/2019	16	Technical	Visayas State University, Visca, Baybay City, Leyte	
Workshop on Land Use Development and Infrastructure Plan and Capability	Building	12/09/2019	12/13/2019	40	Technical	Visayas State University, Visca, Baybay City, Leyte	
Human Resource Management Information System (HRMIS) Presentation and Trainir Recruitment, Selection, and Placement (RSP), Personal Data Sheet (PDS), and P	g of the Developed lantilla System	11/26/2019	11/26/2019	8	Technical	Visayas State University, Visca, Baybay City, Leyte	
Cyber Security Essentials		10/01/2019	10/04/2019	32	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)	
Introduction to Cybersecurity		09/02/2019	09/03/2019	16	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)	
Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Governm Act of 2018)	ent Service Delivery	08/20/2019	08/20/2019	8	Technical	Visayas State University, Visca, Baybay City, Leyte	
SIGNATURE	(Co	ontinue on separate s	heet if necessary)		DATE	01/17/2025	

Attachment B.1

VIII. OTHER INFORMATION			
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECO (Write in full)	OGNITION	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Web Development			
Sudoku Solving			
SIGNATURE	(Continue on separate sheet if necessary)	DATE	01/17/2025
OIGHA I OILE		DAIL	V1/11/2023

the chief of bureau or office or to the person who has Office, Bureau or Department where you will be appp a. within the third degree? b. within the fourth degree (for Local Government Unit	_	✓NO ✓NO		
^{35.} a. Have you ever been found guilty of any administrat		✓NO		
b. Have you been criminally charged before any cour	TYES If YES, give details: Date Filed: Status of Case/s:	✓NO		
36. Have you ever been convicted of any crime or violation regulation by any court or tribunal?	YES If YES, give details:	✓NO		
	retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or			
38. a. Have you ever been a candidate in a national or lo (except Barangay election)?	cal election held within the last year	If YES, give details:		
b. Have you resigned from the government service du last election to promote/actively campaign for a nation		YES If YES, give details:	☑ NO :	
^{39.} Have you acquired the status of an immigrant or pern	YES If YES, give details (co	☑NO ountry):		
 40. Pursuant to: (a) Indigenous People\'s Act (RA 8371); 7277); and (c) Solo Parents Welfare Act of 2000 (RA a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	☐YES If YES, please specify ☐YES If YES, please specify	V NO V ID No		
41. REFERENCES (Person not related by consanguinity or affinity to a	applicant /appointee)			
NAME	ADDRESS	TEL. NO.	ID picture taken within	
BERTA C. RATILLA	Department of Agronomy		the last 6 months 3.5 cm x 4.5 cm (passport size)	
JUDE B. ROLA	Faculty of Computing	56506001022	With full and handwritten name tag and signature over	
MAGDALENE C. UNAJAN	Department of Computer Science and Technology		printed name	
42. I declare under oath that I have personally accomplise complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized re agree that any misrepresentation made in this dead administrative/criminal case/s against me.	Republic of the stated herein. I	Computer generated or photocopied picture is not acceptable PHOTO		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver\'s License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the 01/17/2025 Date Accomplished	box)	Right Thumbmark	
SUBSCRIBED AND SWORN to before me this	, affiant ex	hibiting his/her validly issu	ned government ID as indicated above.	
	Person Administering O		_	