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 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	Valenzona
FIRST NAME	Raul Anthony
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Santiago
3. DATE OF BIRTH (mm/dd/yyyy)	07/16/1987
4. PLACE OF BIRTH	Baybay City, leyte
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.60
8. WEIGHT (kg)	79.00
9. BLOOD TYPE	O
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121048501996
12. PHILHEALTH NO.	010510153753
13. SSS NO.	N/A
14. TIN NO.	949055796
15. AGENCY EMPLOYEE NO.	V02022
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: **Philippines**
17. RESIDENTIAL ADDRESS	Zone 2 / *House/Block/Lot No.* / *Street*; Patag / *Subdivision/Village* / *Barangay*; BAYBAY / *City/Municipality*; LEYTE / *Province*
ZIP CODE	6521
18. PERMANENT ADDRESS	Zone 2 / *House/Block/Lot No.* / *Street*; Patag / *Subdivision/Village* / *Barangay*; BAYBAY / *City/Municipality*; LEYTE / *Province*
ZIP CODE	6521
19. TELEPHONE NO.	(1
20. MOBILE NO.	906-613-0739
21. E-MAIL ADDRESS (if any)	raulanthony.valenzona@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE\'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER\'S SURNAME	Valenzona			
FIRST NAME	Raul	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Fernandez			
25. MOTHER\'S MAIDEN NAME	Erlinda Igot Santiago			
SURNAME	Valenzona			
FIRST NAME	Erlinda			
MIDDLE NAME	Santiago		*(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 From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Visca Foundation Elementary School	Elementary	1995	2001	Graduated	2001	N/A
SECONDARY	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	High School	2004	2006	Graduated	2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2014	2017	Graduated	2017	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	02/08/2024

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CSC Sub-Professional	80.70	10/13/2013	Saint Joseph College, Maasin City	N/A	N/A
Non-Professional Driver's License		07/14/2017	LTO Regional Office, Baybay City	H1209000112	07/16/2022

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Administrative Aide III	Visayas State University	14,678.00	3-1	Permanent	Y
10/17/2022		Administrative Aide III	Visayas State University	14,678.00	3-1	Permanent	Y
10/17/2022		Administrative Aide III	Visayas State University	14,125.00	3-1	Permanent	Y
07/01/2022	10/16/2022	Administrative Aide III	Visayas State University	642.05	-	Casual	Y
07/01/2022	12/31/2022	Administrative Aide III	Visayas State University	642.05	-	Casual	Y
01/03/2022	06/30/2022	Administrative Aide III	Visayas State University	14,125.00	3-1	Casual	Y
01/01/2022	06/30/2022	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
05/03/2021	06/30/2021	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
05/03/2021	06/30/2021	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
07/17/2017	04/30/2021	Clerk	Visayas State University	9,954.70	-	Job Order	N
06/01/2016	07/31/2016	Clerk	Visayas State University	5,720.00	-	Job Order	N
05/16/2011	05/31/2014	Utility/Messenger	Visayas State University	6,160.00	-	Job Order	N
11/17/2010	04/16/2011	Toll Teller	Skyway O&M Corporation	10,504.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	02/08/2024

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		
N/A	N/A	N/A	N/A	N/A

(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			
Frontliners and Excellent Customer Service	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure manuals and Guidelines	09/07/2022	10/07/2022	4	Technical	Visayas State University
ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	Visayas State University
Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	AGF Training & Consulting Group
Documents Control and Records Management Training	09/21/2021	09/23/2021	32	Technical	AGF Training and Consulting Group
ISO 9001:2015 ISO Awareness and Reawareness Webinar	09/13/2021	09/13/2021	8	Technical	ODQA, Visayas State University
Control you records before they control you: The basics of Records Management and Records Control	01/27/2021	01/27/2021	8	Technical	Department of Science and Technology - Science and Technology Information Institute
ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	ODQA, Visayas State University
Webinar on ISO Document Control	09/21/2020	09/21/2020	8	Technical	AGF Training and Consulting Group
Documentation Training	01/17/2019	01/17/2019	8	Technical	AGF Consulting Group and Visayas State University
Risk Assessment and ISO Process Documentation	01/16/2019	01/16/2019	8	Technical	AGF Consulting Group and Visayas State University
Orientation on Basic Customer Service and Work Values	09/05/2017	09/05/2017	8	Technical	ODAHRD, Visayas State University
Enterprise Resource Planning(ERP) workshop	03/04/2015	03/04/2015	8	Technical	DBM, Visayas State University
Planning Workshop for Program Accreditation	02/04/2013	02/08/2013	64	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Personality Development and Customer Services	11/09/2010	11/09/2010	8	Technical	Skyway O&M Corp.
Orientation on QEHS Management System(ISO-9001:2008), OHSAS-18001:2007 & ISO 14001:2004+cor1:2009)	11/08/2010	11/08/2010	8	Technical	Skyway O&M Corp.
Wrokshop on Career and Guidance	03/07/2008	05/07/2008	8	Technical	STI College Ormoc

(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)
Driving two/four wheels vehicles	N/A	N/A
Computer Skills(Minor troubleshooting)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/08/2024

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 apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ 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 any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
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?	☑ YES ☐ NO If YES, give details: **End on contract**
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
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?	☐ YES ☑ NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
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?	☐ YES ☑ NO If YES, please specify: ☐ YES ☑ NO If YES, please specify ID No ☐ YES ☑ NO If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Milagros C. Bales	Bgry. Pangasugan, Baybay City	09424814524
Editha G. Cagasan	VSU, Baybay City	0915 756 1489
Lualhati M. Noriel	VSU, Baybay City	0918 522 5669

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.

ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

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: **PAGIBIG**
ID/License/Passport No.: **121048501996**
Date/Place of Issuance: 11/30/-0001 / Ormoc City

Signature (Sign inside the box)
02/08/2024
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath