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	Cabras
FIRST NAME	Marco
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Lopez
3. DATE OF BIRTH (mm/dd/yyyy)	03/20/1985
4. PLACE OF BIRTH	Baybay City
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.57
8. WEIGHT (kg)	67.00
9. BLOOD TYPE	B+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121031970933
12. PHILHEALTH NO.	080508283818
13. SSS NO.	N/A
14. TIN NO.	288953495
15. AGENCY EMPLOYEE NO.	VJO00188
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	House/Block/Lot No. / Street; Guadalupe (Utod) (Subdivision/Village / Barangay); BAYBAY / LEYTE (City/Municipality / Province); ZIP CODE 6521
18. PERMANENT ADDRESS	House/Block/Lot No. / Street; Guadalupe (Utod) (Subdivision/Village / Barangay); BAYBAY / LEYTE (City/Municipality / Province); ZIP CODE 6521
19. TELEPHONE NO.	(053) 563-7037
20. MOBILE NO.	920-754-6725
21. E-MAIL ADDRESS (if any)	marco.cabras@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE\'S SURNAME	Cabras	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jennylyn (NAME EXTENSION (JR., SR))	Scarlette Anne R. Cabras	09/05/2016
MIDDLE NAME	Ramos	Ziggy R. Cabras	11/08/2022
OCCUPATION	Teacher I		
EMPLOYER/BUSINESS NAME	DepEd		
BUSINESS ADDRESS	Diversion Road Barangay Gaas, Baybay City, Leyte		
TELEPHONE NO.			
24. FATHER\'S SURNAME	Cabras		
FIRST NAME	Jesus (NAME EXTENSION (JR., SR) Sr.)		
MIDDLE NAME	Laurino		
25. MOTHER\'S MAIDEN NAME	Gloria Fernandez Lopez		
SURNAME	Cabras		
FIRST NAME	Gloria		
MIDDLE NAME	Lopez	*(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	Baybay II South Central School	Elementary	1992	1998		1998	N/A
SECONDARY	Baybay National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	Ormoc City Technological Manpower Training and Research Center, Ormoc City	Consumer Electronics Servicing NC II	2015	2015		2015	N/A
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Development Education (Major in Extension)	2002	2007		2007	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	10/27/2024

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
CS Sub-Prof	81.18	03/26/2023	Ormoc City	N/A	N/A

(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						
09/02/2019	06/30/2024	Clerk/ dDRC/ Messenger	ICTMC, Visayas State University	13,000.00	-	Job Order	N
01/19/2015	09/02/2019	Utility/Messenger	ILFMU, Visayas State University	6,600.00	-	Job Order	N
09/02/2013	01/14/2015	Machine Operator	AC GLOBAL FOOD PRODUCTS	6,000.00	-	Permanent	N
08/02/2010	04/30/2011	Interviewer	NSO (Land Tracing)	10,000.00	-	Contractual	N
02/02/2009	09/30/2009	Interviewer	National Statistics Authority (4ps)	10,000.00	-	Contractual	N
05/01/2008	07/31/2008	Collecting Officer	CARD INC.	6,000.00	-	Substitute	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/27/2024

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		
Bureau of Fire Protection (Oplan Balik Aral) Baybay City	10/01/2008	12/20/2008	255	Fire Volunteer

(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			
Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	HRMO, Visayas State University
"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	HRMO, Visayas State University
Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	8	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/21/2022	8	Technical	(DOH) Department of Health
Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	ODHRM, VSU Main
Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Orientation Workshop Among JO Clerks & Laboratory Technicians	01/15/2019	01/15/2019	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
TESDA NC2- Consumer Electronics Servicing	07/13/2015	10/01/2015	216	Technical	National TVET-TESDA Leyte
TESDA NC2 (Food and Beverage)	10/01/2009	12/18/2009	160	Technical	National TVET-TESDA Leyte

(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)
N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		**DATE**	10/27/2024

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: _____
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.

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

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver\'s License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*
Government Issued ID: **PHILHEALTH**
ID/License/Passport No.: **080508283818**
Date/Place of Issuance: 11/30/-0001 / Baybay City, Leyte

Signature (Sign inside the box)
10/27/2024
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