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	Santos
FIRST NAME	Frances Ann
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Arbiol
3. DATE OF BIRTH (mm/dd/yyyy)	10/19/1987
4. PLACE OF BIRTH	Baybay Leyte
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.51
8. WEIGHT (kg)	59.00
9. BLOOD TYPE	A+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	N/A
12. PHILHEALTH NO.	N/A
13. SSS NO.	N/A
14. TIN NO.	N/A
15. AGENCY EMPLOYEE NO.	VJO00743
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	NA (House/Block/Lot No.) NA (Street); NA (Subdivision/Village) Santo Rosario (Barangay); BAYBAY (City/Municipality) LEYTE (Province); ZIP CODE 6521
18. PERMANENT ADDRESS	NA (House/Block/Lot No.) NA (Street); NA (Subdivision/Village) Santo Rosario (Barangay); BAYBAY (City/Municipality) LEYTE (Province); ZIP CODE 6521
19. TELEPHONE NO.	(097) 7656-5478
20. MOBILE NO.	097-765-6547
21. E-MAIL ADDRESS (if any)	fasantos@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE\'S SURNAME	Santos	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Christian (NAME EXTENSION (JR., SR))	Jorgina Liane Arbiol	12/15/2009
MIDDLE NAME	Alkuino	Jaliyah Dianna Laine Arbiol Santos	02/26/2018
OCCUPATION	Admin Aid I	Jorge Leo-Tanz Arbiol Santos	12/11/2020
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	Visca, Brgy. Pangasugan, Baybay, Leyte		
TELEPHONE NO.			
24. FATHER\'S SURNAME	Arbiol		
FIRST NAME	William (NAME EXTENSION (JR., SR) Jr.)		
MIDDLE NAME	Ibona		
25. MOTHER\'S MAIDEN NAME	Leslie Duran Maglasang		
SURNAME	Arbiol		
FIRST NAME	Leslie		
MIDDLE NAME	Maglasang	*(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	To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Franciscan College of Immaculate Conception	Elementary	1993	2000		2000	
SECONDARY	Franciscan College of Immaculate Conception	High School	2000	2004		2004	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Carlos	Bachelor of Science in Nursing	2004	2008		2008	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	01/03/2023

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
Career Service Sub-Professional	82.50	04/29/2021	Palo Leyte	0801-21-890286	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						
02/21/2017	04/16/2018	Customer Service Representative	Teleperformance Cebu Philippines	25,000.00	-	Permanent	N
08/25/2015	08/01/2016	Education Consultant for the English Language	ABC Education Consulting Co., Ltd. Zunyi, China	50,000.00	-	Contractual	N
01/05/2015	06/19/2015	Receptionist and assistant Phlebotomist	Health Check Laboratory	8,000.00	-	Temporary	N
11/30/2010	04/25/2014	Customer Service Representative	Eperformax Contact center & BPO	25,000.00	-	Permanent	N
01/05/2009	11/26/2010	Customer Support Representative	Sykes Marketing Services, Inc.	20,000.00	-	Permanent	N
04/04/2008	10/01/2008	Technical Customer Support Representative	Teletech	16,000.00	-	Permanent	N

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	01/03/2023

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			
Disaster Risk Reduction and Management (DRRM) Training/Workshop	11/09/2022	11/11/2022	24	Instruction	Office of the Civil Defense Region 8
Seminar on Data Privacy	04/07/2022	04/07/2022	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Virtual Orientation on CSC and VSU Rewards and Recognition Programs	02/28/2022	02/28/2022	8	Instruction	Office of the Human Resource Management, VSU
Re-orintation webinar of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	8	Instruction	Office of the Director for Human Resource Management, Visayas State University
Human Resource Management Information System (HRMIS) Presentation and Training of the Developed Recruitment, Selection, and Placement (RSP), Personal Data Sheet (PDS), and Plantilla System	07/27/2021	07/28/2021	16	Technical	Human Resource Information System, Visayas State University
Cyber Security Training	12/18/2019	12/19/2019	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, 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***	01/03/2023

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: **DL**
ID/License/Passport No.: **H1211000070**
Date/Place of Issuance: 08/20/2021 / Baybay

Signature (Sign inside the box)
01/03/2023
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