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	Ballebas
FIRST NAME	Rhea
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Prios
3. DATE OF BIRTH (mm/dd/yyyy)	08/30/1994
4. PLACE OF BIRTH	Baybay, Leyte
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.50
8. WEIGHT (kg)	63.00
9. BLOOD TYPE	N/A
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121306004787
12. PHILHEALTH NO.	N/A
13. SSS NO.	N/A
14. TIN NO.	N/A
15. AGENCY EMPLOYEE NO.	VJO01343
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 / Subdivision/Village / Barangay / City/Municipality / Province
ZIP CODE	
18. PERMANENT ADDRESS	House/Block/Lot No. / Street / Subdivision/Village / Barangay / City/Municipality / Province
ZIP CODE	
19. TELEPHONE NO.	N/A
20. MOBILE NO.	963-052-2580
21. E-MAIL ADDRESS (if any)	rhea.ballebas@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	BALLEBAS			
FIRST NAME	DOMINADOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUCELA			
25. MOTHER\'S MAIDEN NAME	PRIOS, ULDARICA DESIO			
SURNAME	BALLEBAS			
FIRST NAME	ULDARICA			
MIDDLE NAME	PRIOS		*(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	Patag Elementary School	Elementary	2000	2006		2006	N/A
SECONDARY	Cabuyao National High School	High School	2007	2014		2014	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2017	2021		2021	Cum Laude
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	08/20/2024

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 Prof	81.51	03/26/2023	Ormoc City	N/A	N/A
PD907: Honor Graduate Eligibility		N/A	Visayas Sate University	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						
07/01/2022	PRESENT	Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
05/09/2022	07/08/2022	Accounting Staff	Panny's Homebake Products Inc.	6,000.00	-	Temporary	N
02/01/2016	12/16/2016	Saleslady, Inventory, Cashier	Buko Madness Shake Station	3,500.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	08/20/2024

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			
Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Managerial	National Archives of the Philippines (NAP)
"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	Administrative Services Office, VSU
"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Technical	Administrative Services Office, VSU
ISO 9001:2015 ISO Awareness and Reawareness Webinar	08/29/2023	08/29/2023	5	Technical	Office of the Director for Quality Assurance, Visayas State University
MENTAL HEALTH WELLNESS PROGRAM	04/25/2023	04/25/2023	4	Research	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
Exploring Initiatives in Solving Water and Sanitation Crisis	03/22/2023	03/22/2023	5	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Layo na, pero layo pa: Converstions on Creating a Gender-Equal and Socially-Inclusive University	03/08/2023	03/08/2023	6	Instruction	VSU Gender Resource Center
Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	02/22/2023	02/22/2023	5	Supervisory	Office of the Director for Quality Assurance, Visayas State University
Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2023	01/26/2023	4	Instruction	Office of the Head for Records & Archives(OHRA), Visayas State University
OVPAF Strategic Planning	01/12/2023	01/12/2023	8	Instruction	Office of the Vice-President for Administration and Finance, Visayas State University
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	09/07/2022	4	Instruction	Office of the Director for Quality Assurance, Visayas State University
ISO Awareness & Re-Awareness Seminar	08/31/2022	08/31/2022	4	Instruction	Office of the Director for Quality Assurance, Visayas State University

(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**	08/20/2024

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.
Mary Joy Abit	Laguna	09154982048
Luvilla G. Alcober	BRGY. GABAS, BAYBAY CITY, LEYTE	09183825264
Dr. Ma. Rachel Kim L. Aure	VSU Baybay City Leyte	9228008135

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: **VSU ID**
ID/License/Passport No.: **VJO01343**
Date/Place of Issuance: 11/30/-0001 / Visayas State University

Signature (Sign inside the box)
08/20/2024
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