CS Form No. 212
Revised 2025

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	Daclag
FIRST NAME	Faustino Sam
NAME EXTENSION (JR., SR)	III
MIDDLE NAME	Anguring

3. DATE OF BIRTH (mm/dd/yyyy)	04/30/1997	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	Baybay City Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX AT BIRTH	☑ Male ☐ Female		Philippines
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. / Street: — Ga-as (Subdivision/Village / Barangay) — BAYBAY (City/Municipality) — LEYTE (Province)
7. HEIGHT (m)	1.70		
8. WEIGHT (kg)	80.00	ZIP CODE	6521
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. / Street / Subdivision/Village / Barangay / City/Municipality / Province
10. UMID ID NO.			
11. PAG-IBIG ID NO.	121248162578		
12. PHILHEALTH NO.	132503666646	ZIP CODE	
13. PHilSys NO. (PSN)		19. TELEPHONE NO.	N/A
14. TIN NO.	358232768	20. MOBILE NO.	951-851-2409
15. AGENCY EMPLOYEE NO.	VJO02117	21. E-MAIL ADDRESS (if any)	faustinosam.daclag@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	DACLAG			
FIRST NAME	FERDINAND	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GRANADA			
25. MOTHER\'S MAIDEN NAME	SUSANA O. ANGORING			
SURNAME	DACLAG			
FIRST NAME	SUSANA			
MIDDLE NAME	ANGORING		*(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	N/A						
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY- MAIN CAMPUS	Bachelor of Science in Agribusiness	2016	2019		2019	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	10/23/2025

IV. CIVIL SERVICE ELIGIBILITY

27. CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Valid Until
N/A	N/A	N/A	N/A	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)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To				
02/15/2022	PRESENT	Job Order	Visayas State University	Job Order	Y

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	10/23/2025

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			
ORIENTATION AND RE-ORIENTATION OF GUIDELEINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER ADMINISTRATIVE SERVICES(AS)	04/08/2025	04/08/2025	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
HRIS Software Onboarding	12/06/2023	12/06/2023	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU	08/22/2023	08/24/2023	24	Technical	"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***	10/23/2025

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	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
LUVILLA G. ALCOBER	GABAS BAYBAY CITY LEYTE	0918-382-5264
RHEA P. BALLEBAS	PATAG BAYBAY CITY LEYTE	0963-052-2580
HONEY SOFIA V. COLIS	GUADALUPE BAYBAY CITY LEYTE	0917-634-1490

Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm

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: **N/A**
ID/License/Passport No.: **N/A**
Date/Place of Issuance: N/A

Signature (Sign inside the box)
10/23/2025
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