

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 () ☐ 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	AMIHAN		
FIRST NAME	GUADA FE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DALA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 13, 1982	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Manila	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 4 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	5'3	ZIP CODE	
8. WEIGHT (kg)	70 kgs		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Zone 4 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1670-0103-1907		
12. PHILHEALTH NO.	13-050060739-5		
13. SSS NO.	06-2559362-0	19. TELEPHONE NO.	N/A
14. TIN NO.	249-907-227-000	20. MOBILE NO.	09179606135/09991714163
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	guadafe.amihan@vsu.edu.ph / sweetiefei88@gmail.com

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		Gabriel Audie Amihan	12/27/2016
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	AMIHAN		
FIRST NAME	MONICO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	CANTEGA		
25. MOTHER'S MAIDEN NAME	DALA		
SURNAME	AMIHAN		
FIRST NAME	DOGINA		
MIDDLE NAME	TABO		

(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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	VISCA FOUNDATION ELEM. SCHOOL	PRIMARY EDUCATION	1988	1995	N/A	1995	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1995	1999	N/A	1999	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A		N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS MAJOR IN BUSINESS MANAGEMENT	1999	2004	N/A	2004	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 30, 2023

CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	Mantorau
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DATE _____

January 30, 2023

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION


[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 30, 2023
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NAME	ADDRESS	TEL. NO.
ROSARIO P. ABELA	VSU, ViSCA, Baybay City, Leyte	(+63) 918 364-1159
CHARIS B. LIMBO	VSU, ViSCA, Baybay City, Leyte	09485105847
SHALOM GRACE C. SUGANO	VSU, ViSCA, Baybay City, Leyte	09753403552

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.



PHOTO

SUBSCRIBED AND SWORN to before me this 22 FEB 2023, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. KYSAN C. GUINOCOR
VSO Chief Legal Officer

Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: 1/16/2018 - present
- Position: Administrative Clerk – Junior High School (Job Order)
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 1. Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, stipend of scholars, DTR printing, vouchers, payroll, travel documents , etc)
 2. Maintain cleanliness and orderliness of the office and reception area.
 3. Prepare faculty report of actual teaching load and individual faculty workload.
 4. Coordinate office and administrative activities particularly storing, retrieving and integrating information.
 5. Disseminate department meetings and seminars.
 6. Receive and relay IP messages and telephone calls for faculty and staff.
 7. Maintain and record filing system of the office.
 8. Assist faculty members in the printing of grades sheets.
 9. Perform other functions as assigned by the department head.
- Duration: 11/3/2018 - 12/31/2018
- Position: Administrative Staff – Job Order
- Name of Office/Unit: Office of the Head of Records and Archives
- Immediate Supervisor: Ms. Asteria Sevilla
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 1. Responsible for maintaining the company records in a complete and orderly manner, according to the organization's filing systems


GUADA FE D. AMIHAN

(Signature over Printed Name
of Employee/Applicant)

Date: 1/30/2023