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. 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes (_) 📑 use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. AMIHAN 2 SURNAME NAME EXTENSION (JR., SR) FIRST NAME **GUADA FE** MIDDLE NAME DALA 3. DATE OF BIRTH December 13, 1982 16. CITIZENSHIP Dual Citizenship ✓ Filipino (mm/dd/yyyy) ✓ by birth by naturalization 4. PLACE OF BIRTH Manila If holder of dual citizenship, Pls. indicate country: please indicate the details. ☐ Male ✓ Female 5. SEX Philippines ✓ Single Married 17. RESIDENTIAL ADDRESS Zone 4 6 CIVIL STATUS House/Block/Lot No. Widowed Street Separated Guadalupe Other/s: Subdivision/Village Barangay Baybay City Leyte 7. HEIGHT (m) 5'3 City/Municipality Province 8. WEIGHT (kg) 70 kgs **7IP CODE** 18. PERMANENT ADDRESS Zone 4 9. BLOOD TYPE 0+ House/Block/Lot No. Street Guadalupe 10. GSIS ID NO. N/A Subdivision/Village Barangay Baybay City Leyte 11. PAG-IBIG ID NO. 1670-0103-1907 City/Municipality Province 12. PHILHEALTH NO. 13-050060739-5 ZIP CODE 6521 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 AMILY BACKGROUI 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) Ghabriel Audie Amihan FIRST NAME 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** MONICO NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME CANTEGA 25. MOTHER'S MAIDEN NAME DALA SURNAME **AMIHAN** FIRST NAME DOGINA MIDDLE NAME **TABO** (Continue on separate sheet if necessary) SCHOLARSHIP 26. NAME OF SCHOOL HIGHEST LEVEL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR ACADEMIC LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To ELEMENTARY VISCA FOUNDATION ELEM. SCHOOL PRIMARY EDUCATION 1988 1995 N/A 1995 N/A FRANCISCAN COLLEGE OF THE IMMACULATE SECONDARY HIGH SCHOOL 1995 1999 N/A 1999 N/A CONCEPTION VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE BACHELOR OF SCIENCE IN AGRIBUSINESS VISAYAS STATE UNIVERSITY COLLEGE 1999 2004 N/A 2004 N/A **MAJOR IN BUSINESS MANAGEMENT** GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A nue on separate sheet if necessary

Marin aris

SIGNATURE

January 30, 2023

DATE

. CAREE		080 (BOARD/ BAR) UNDER	RATING	DATE OF				LICENSE (if ap	oplicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable)					ATION / CONFERMENT *		NUMBER	Date o Validity	
Civil Service Examination			August 7, 2022	sin City		N/A	N/A		
	EXPERIENCE ate employme	nt. Start from your recen		ontinue on separate sheet		ched Work Ex		et.	
	JSIVE DATES m/dd/yyyy)	POSITION TIT (Write in full/Do not a		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 SERVIC (Y/ N)
7/04/2006	08/01/2009	Sales Sta	ff	Newman Chemicals Corporation		N/A	N/A	Permanent	N
0/26/2009	06/02/2010	Customer Service Re	presentative	Qualfon Philippines Inc.		N/A	N/A	Permanent	N
08/2010	03/30/2017	Customer Service Re	presentative	Eperformax Contact Centers and BPO		N/A	N/A	Permanent	N
11/3/2018	12/31/2018	Admin Sta	aff	VSU - Records Dept.		300/DAY	N/A	JOB ORDER	Y
1/16/2018	1/16/2019	Admin Aide/	Clerk	VSU INTEGRATED HS		300/DAY	N/A	JOB ORDER	Y
1/16/2019	1/16/2020	Admin Ai	de	VSU INTEGRATED HS		9659.35	N/A	JOB ORDER	Y
1/16/2020	present	Admin Ai	de	VSU INTEGRATED HS		553.40/day	N/A	JOB ORDER	Υ
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	IATURE	N.	raminarm	Continue on separate shee	t if necessary) DATE	January 30, 20	023		

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC /	NON-GOVERNMEN	T / PEOPLE / V	OLUNTARY O	RGANIZATIO	N/S		
NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	1000	POSITION / NATURE OF WORK	
NONE		From	То			1636-021-024-02	
NONE	A ALL TO						
3				1600	- Sangele to		
7							
	(C	ontinue on separate	sheet if necessary)			
I. LEARNING AND DEVELOPMENT (L&D) INTERVE							
art from the most recent L&D/training program and include only the n	elevant L&D/training taken i	INCLUSIVE DATES OF		niet/Executive/Man			
 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS (Write in full) 	RNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Technical/etc)		
IS Risk Assessment and ISO Documentation Training		01 /16 /2019	01 /17/2019	16 hours	DdRC	AGF Training and Consulting Group- Philippines	
ientation-Workshop for JO Clerks and Laboratory Technicians	3	01 / 15 /2019	01 / 15 /2019	8 hours	Administrative	VSU-ODAHRD	
aining on Identifcation of proper and complete items chnical Specifcation and parameters and Orientation of the rchase Request (PR) Module	08 /28 /2020	08 /28 /2020	8 hours	Administrative	BAC		
O 9001:2015 Awareness/Re-awareness Webinar		11/27/2020	11 / 27 /2020	8 hours	DdRC	QAC	
-orientation of Employees' Duties and Responsibilities and Go	ood Customer Service	9/23/2021	10/ 23 /2021	8 hours	Administrative	ODHRM	
0 9001:2015 AWARENESS and RE-AWARENESS SEMINAR		8/30/2022	8/30/2022	4 hous	DdRC	ODQA	
-Orientation on the Documentary Requirements for Financial a	and Administrative	12/5/2022	12/5/2022	4 hours	DdRC	ODHRM	
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III. OTHER INFORMATION	a populati di interiore di incensi di incens	Continue on separat	e sheet if necessary	y)			
	N	ON-ACADEMIC DIST	INCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
31. SPECIAL SKILLS and HOBBIES 32.	SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					(write in rull)	
COMPUTER SKILLS	N	/A		N/A			
TYPING				200 marina			
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		Mary Tree Array 1	A COLUMN TALL				
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	DI (M)	Continue on separa	te sheet if necessa		DATE	10	
SIGNATURE	MOGRANIA	W			DATE	January 30, 2023	

34.	chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	YES NO			
	b. within the fourth degree (for Local Government Unit - Ca	☐ YES ☑ NO If YES, give details:			
35.	a. Have you ever been found guilty of any administrative of	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 a by any court or tribunal?	☐ YES ☑ NO If YES, give details:			
	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, 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 ele Barangay election)?	YES VO If YES, give details:			
	b. Have you resigned from the government service during a election to promote/actively campaign for a national or local	t YES VO If YES, give details:			
39.	Have you acquired the status of an immigrant or permaner	☐ YES ☑ NO If YES, give details (country):			
40. a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972). Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐ YES			
41.	REFERENCES (Person not related by consanguinity or affinity to applican	t /appointee)			
	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 complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized repring agree that any misrepresentation made in this doc administrative/criminal case/s against me.	ent laws, rules and regulations of the F esentative to verify/validate the contents	Republic of the stated herein.	РНОТО	
G Pl	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance				
-	evernment Issued ID: TIN No.	Monetala			
ID/License/Passport No.: 249-907-227-000 Signature (Sign inside the both pate/Place of Issuance: Mandaue City January 30, 2023			x)		
Da	te/Place of Issuance: Mandaue City	Date Accomplished		Right Thumbmark	
	SUBSCRIBED AND SWORN to before me this 2	ATTY. KISSA C. GUINOCOR VED Chief Legal Officer Person Administering Oath	ing his/her validly issued governmen	nt ID as indicated above.	

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
 - Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, stipend of scholars, DTR printing, vouchers, payroll, travel documents , etc)
 - Maintain cleanliness and orderliness of the office and reception area.
 - Prepare faculty report of actual teaching load and individual faculty workload.
 - 4. Coordinate office and administrative activities particularly storing, retrieving and integrating information.
 - Disseminate department meetings and seminars.
 - Receive and relay IP messages and telephone calls for faculty and staff.
 - 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

(Signature over Printed Name of Employee/Applicant)

Date:

50 2023