CS Form No. 212 Revised 2017

SIGNATURE

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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM 1. CS ID No. Print legibly. Tick appropriate boxes 🔲) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME PEARCE NAME EXTENSION (JR., SR) FIRST NAME REINALYN MIDDLE NAME GUMBA 3. DATE OF BIRTH 10/18/1992 16. CITIZENSHIP ✓ Filipino (mm/dd/yyyy) Dual Citizenship ✓ by birth by naturalization 4. PLACE OF BIRTH **LEYTE** If holder of dual citizenship, Pls. indicate country: please indicate the details ✓ Female 5 SEX ☐ Male ~ Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS Widowed House/Block/Lot No. Street Separated SITIO CAIMITO MAGANHAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.53 City/Municipality 8 WEIGHT (kg) 62 ZIP CODE 18. PERMANENT ADDRESS lege of Management and Economics/VISERD, Eq BLOOD TYPE 0 House/Block/Lot No. Street SITIO CAIMITO MAGANHAN 10. GSIS ID NO. N/A Subdivision/Village Barangay BAYBAY 11. PAG-IBIG ID NO 121090175932 City/Municipality Province 120512151693 12 PHILHEALTH NO ZIP CODE 6521 13. SSS NO. 0633921378 19. TELEPHONE NO. N/A 14 TIN NO 314 281 294 000 20. MOBILE NO. 09199808199 15. AGENCY EMPLOYEE NO. VJ001357 21. E-MAIL ADDRESS (if any) hannahyaga92@gmail.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME PEARCE 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME DANIEL N/A N/A MIDDLE NAME **JOSEPH** N/A N/A OCCUPATION N/A N/A N/A EMPLOYER/BUSINESS NAME N/A N/A N/A **BUSINESS ADDRESS** N/A N/A Ν/Δ TELEPHONE NO. N/A N/A N/A 24. FATHER'S SURNAME **GUMBA** N/A NAME EXTENSION (JR., SR) N/Δ FIRST NAME ALLAN N/A N/A MIDDLE NAME POLIQUIT N/A Ν/Δ 25. MOTHER'S MAIDEN NAME N/A N/A SURNAME **PERNITO** N/A N/A FIRST NAME **MERLITA** N/A MIDDLE NAME CAJERIC (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL UNITS EARNED PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To PATAG ELEMENTARY SCHOOL PRIMARY EDUCATION ELEMENTARY 1999 2005 N/A 2005 NA VISAYAS STATE UNIVERSITY LABORATORY HIGH SECONDARY HIGH SCHOOOL 2005 2009 N/A 2009 N/A SCHOOL VOCATIONAL / **UHA CAREGIVER TRAINING CORP** CAREGIVING 2017 2018 N/A N/A N/A TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY **BACHELOR OF SCIENCE IN AGRIBUSINESS** 2013 N/A 2013 NA 2009 **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A ue on separate sheet if necessary) amy

June 30, 2025

DATE

CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE Civil Service Commission 83.68%			DATE OF EXAMINATION / CONFERMENT	ATION / CONFERMENT		NUMBER	Date of Validity		
			August 7, 2022	St. Joseph College- Mar	asin City Southern Leyte		N//A	N//A	
WORK E	<i>XPERIENCE</i>		(Co	ntinue on separate shee	t if necessary)				
		t. Start from your recen	twork) Descriptio	n of duties should b	e indicated in the attache	d Work Expe			ı
(mn	SIVE DATES n/dd/yyyy)	POSITION TI (Write in full/Do not			SENCY / OFFICE / COMPANY ull/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 01/01/2023	To	Clerk		Vienue	State University	13,274.80	N//A	Job Order	Y
06/01/2022	30/06/2025 12/31/2022	Data Enco	der		State University	13,274.80		Job Order	Y
07/01/2021	03/31/2022	AACCUP Data			State University	8,000.00	N//A	Job Order	Y
03/10/2019	06/30/2020	Financial En	*************************		echnologies Inc.	15,000.00	N//A	Contractual	N
07/22/2014	10/31/2017	Sales Cons			nancial Services Inc.	13,962.00	N//A	Regular	N
03/07/2014	07/02/2014	Office St		United Coc	12,000.00	N//A	Contractual	N	
05/24/2013	08/27/2013	Customer Service R		eBusi	12,000.00	N//A	Contractual	N	
	TURE	april 6	(Co	ntinue on separate shee	ot if necessary) DATE		June 30, 202		

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NO NAME & ADDRESS OF ORGANIZATION			/E DATES					
(Write in full)		(mm/d From	d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK		
N//A			N//A N//A N//A		N//A			
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					1 10 20 20			
							-	
			n separate sheet i	f necessary)				
LEARNING AND DEVELOPMENT (L&D) INTERVENTI	ONS/TRAINING PR	THE RESERVE OF THE PERSON	erst former or the relation	 	 			
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRA (Write in full)			DATES OF DANCE Id/yyyy) To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (W	(Write in ful	
Orientation on the BOR Approved Internal Audit Frames		From 05/27/2025	05/27/2025	8.0	TECHNICAL	Visayas State University		
Workshop on Crafting HR Manuals and Revisiting the Merit Sy Orientation on Financial Management Transactios in V		05/21/2025 03/13/2025	05/22/2025 03/13/2025	16.0 8.0	TECHNICAL	Visayas State University Visayas State University		
Orientation and Seminar-Workshop on Aligning Organization and People		01/13/2025	01/14/2025	16.0	TECHNICAL	Civil Service Commission ROVIII		
Seminar Workshop on Basic Records and Archives Manage		07/30/2024	07/31/2024	16.0	TECHNICAL	Visayas State University		
From Policy to Practice: EODB, DPA of 2012, and PIA Reorienta Financial Transactions Forum	UOI 101 VSU	07/29/2024 03/20/2024	07/29/2024	8.0	TECHNICAL	Visayas State University Visayas State University		
Orientation of Guidelines and Procedures on Processes/Services of the	offices under ASO	02/23/2024	02/23/2024	8.0	TECHNICAL	Visayas State University		
Design Thinking Workshop HRIS Software Onboarding		12/13/2023	12/14/2023	16 8.0	TECHNICAL	Visayas State University Visayas State University	-	
Unlocking Excellence: The 5S Revolution for Clerks and He	ads at VSU"	11/29/2023	11/29/2023	4.0	TECHNICAL	Visayas State University	15	
ISO 9001:2015 Awareness & Re-awareness Webin		08/29/23	08/29/23	4.0	TECHNICAL	Visayas State University		
ISO 9001:2015 Awareness & Re-awareness Webii	ar	02/15/2023	02/15/2023	4.0	TECHNICAL	Visayas State University		
Mental Health Weiness Seminar पुरबक्ष्य उस्तातावा-अग्रास्त्राताव जा भवास्याताच्या प्रयोग ह्या स्थापन	ines values most anu	04/25/2023	04/25/2023	8.0	TECHNICAL	Visayas State University		
Know your Money and Counterfeit Detection Semi		11/03/2015 04/23/2015	11/04/2015 04/23/2015	16.0 8.0	TECHNICAL	Executive Development Academy MLhuiillier Financial Services Inc		
Gold Appraisal Seminar		01/06/2015	01/08/2015	24.0	TECHNICAL	MLhuiillier Financial Services inc		
Kwarta Padala Seminar		01/08/2014	01/08/2014	8	TECHNICAL	MLhuiillier Financial Services inc		
AFNR Training on Entrepreneurship Entrepreneurship Forum			07/04/2010	4.0	TECHNICAL/ EDUCATIONAL TECHNICAL/	Visayas State University Visayas State University		
		01/03/2012	-	-	TECHNICAL/			
Research and Science Fair		01/09/2009	01/09/2009	8.0	EDUCATIONAL	Visayas State University		
Introduction to Structural Equation Modelling (SE	M)	03/09/2023	03/09/2023	-		College of Management and Economics/VISERDAC		
			-	-				
			-	-			-	
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the party southern 400 money or 100 miles. The Party Mary								
III OTHER INFORMATION		(Continue	on separate sheet	if necessary)				
II. OTHER INFORMATION	NON		INCTIONS / RECO	GNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATION 33. Membership in full		
11. SPECIAL SKILLS and HOBBIES 32.			ite in full)			N/A		
Computer Skills		N/	Α			NA .		
				War and the Second				
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			e on separate she					

34. Are you related by consanguinity or affinity to the appointing 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 - Car	eer Employees)?	☐ YES ☑ NO If YES, give details:			
35. a. Have you ever been found guilty of any administrative offer	ense?	☐ 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 all any court or tribunal?					
37. Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fi the public or private sector?	그렇게 하다 그는 학교를 가는 이번에 가장하게 생각하게 되었다면 하는 그 가장이 하는 사람이 되었다.	☐ YES ☑ NO If YES, give details:			
38. a. Have you ever been a candidate in a national or local electron Barangay election)?	ction held within the last year (except	☐ YES ☑ NO If YES, give details:			
b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ 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):			
 Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag and (c) Solo Parents Welfare Act of 2000 (RA 8972), please 					
Are you a member of any indigenous group?		☐ YES ☑ NO If YES, please specify:			
Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:			
Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No:			
41. REFERENCES (Person not related by consanguinity or affinity to applican	t /appointee)				
NAME	ADDRESS	TEL. NO.			
Dr. Manuel D.Gacutan Jr.	VSU, Baybay City, Leyte	09171474757			
Florante G. Didal	VSU, Baybay City, Leyte		a a		
Honey Sofia V. Colis	VSU, Baybay City, Leyte		(<u>u</u>		
12. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	ent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the	PHOTO		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance					
Government Issued ID: UMID	as 1				
ID/License/Passport No.: 0111-3073681-6	Signature (Sign inside the bo	()			
Date/Place of Issuance: SSS MAKATI	June 30, 2025 Date Accomplished		nt Thumbmark		
SUBSCRIBED AND SWORN to before me this	, affiant exhibit	ng his/her validly issued government ID as	s indicated above.		
	ATTY. KAREN MEGGAL S. MONTER VSU Director, Legal Affairs and Services				
	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: June 1, 2022- June 30, 2025
- Position: Clerk (J.O.)
- Name of Office/Unit: Human Resource Management and Development
- Immediate Supervisor: Mr. Florante G. Didal
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy.
 Pangasugan, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in performing administrative and clerical tasks e.g., preparation of payroll for newly hired and promoted permanent employees, prepares summer pay, updates leave balances in HRIS
- Duration: July 1, 2021- March 31, 2022
- Position: Data Encoder (J. O.)
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Dr. Manuel D. Gacutan Jr.
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy.
 Pangasugan, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Assist in the AACCUP Accreditation.
 - Summary of Actual Duties
 - Responsible in the retrieval and consolidation of faculty documents for AACCUP Accreditation.
- Duration: March 10, 2019- June 30, 2020
- Position: Financial Encoder (Contractual)
- Name of Office/Unit: Badger Technologies Inc.
- Immediate Supervisor:
- Name of Agency/Organization and Location: DD Meridian Park, Pasay City, Metro Manila

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Performed accurate financial data entry and documentation of transactions, receipts, and invoices.
- Duration: July 1, 2014-October 31, 2017
- Position: Sales Consultant (Permanent)
- Name of Office/Unit: Michel J. Lhuillier Financial Services Inc.
- Immediate Supervisor: Ms. Mylene P. Pareño
- Name of Agency/Organization and Location: Brgy. Pag-asa, Quezon City
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - o Responsible in the processing of local and international money remittances.
 - Jewelry Appraiser.
 - Vault Custodian.

REINALYN G. PEARCE

(Name of Employee/Applicant)

Date: August 12, 2025