

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 FILING 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. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	VALENZONA		
FIRST NAME	ERLINDA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	SANTIAGO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/15/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Please indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.49	ZIP CODE	House/Block/Lot No. Street PATAG
8. WEIGHT (kg)	70		Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	"A+"		City/Municipality Province
10. GSIS ID NO.	006-0017-6891-8		6521
11. PAG-IBIG ID NO.	0801-125148-01	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	1300-0014-2906	ZIP CODE	House/Block/Lot No. Street MAGANHAN
13. SSS NO.	N/A		Subdivision/Village Barangay BAYBAY LEYTE
14. TIN NO.	116-627-444		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V000529		6521
19. TELEPHONE NO.	(053) 563-7106		
20. MOBILE NO.	0929 464 1963		
21. E-MAIL ADDRESS (if any)	ersanvale@g-mail.com		

II. FAMILY BACKGROUND

22. SPOUSES' SURNAME	VALENZONA	25. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAUL	CRISTY RAULYN S. VALENZONA	03/12/1985
MIDDLE NAME	FERNANDEZ	RAUL ANTHONY S. VALENZONA	07/16/1987
OCCUPATION	NONE (Retiree)		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	SANTIAGO		
FIRST NAME	PABLO (Deceased)		
MIDDLE NAME	MALINAO		
25. MOTHER'S MAIDEN NAME	PASAYLOON		
SURNAME	SANTIAGO		
FIRST NAME	ROSALINA		
MIDDLE NAME	IGOT	(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	IGANG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1970	1976	-	1976	First Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1976	1980	-	1980	Section Honors
VOCATIONAL/ TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	DIPLOMA IN SECRETARIAL SCIENCE	1980	1982	-	1982	
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS IN COMMERCE AB ENGLISH	1982 1993	1983 1995	Third Year -	- 1995	Academic Honors
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	MS LANGUAGE TEACHING MA EDUCATION	1995 1998	1998 2002	12 Units Passed Compre Exam	-	CHED Scholarship

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	05/15/2017
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#### 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
CAREER SERVICE PROFESSIONAL	82.16	03/15/1995	Tacloban City	N/A	N/A
CAREER SERVICE SUB-PROFESSIONAL	83.49	10/20/1991	Tacloban City	N/A	N/A

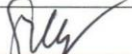
(Continue on separate sheet if necessary)

#### 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 (Yes/No)
From	To						
01/01/2017	PRESENT	Administrative Asst. II	Visayas State University	15,816.00	SG 06,S4	Permanent	Yes
01/01/2016	12/31/2016	Administrative Asst. II	Visayas State University	14,931.00	SG 06,S4	Permanent	Yes
01/01/2016		Administrative Asst. II	Visayas State University	15,568.00	SG 06,S4	Permanent	Yes
05/17/2013	12/31/2015	Administrative Aide VI	Visayas State University	13,312.00	SG 06,S4	Permanent	Yes
-	05/16/2013	Administrative Aide VI	Visayas State University	13,180.00	SG 06,S3	Permanent	Yes
06/01/2011	-	Administrative Aide VI	Visayas State University	12,302.00	SG 06,S3	Permanent	Yes
06/24/2010	05/31/2011	Administrative Aide VI	Visayas State University	11,425.00	SG 06,S3	Permanent	Yes
07/01/2009	06/23/2010	Administrative Aide VI	Visayas State University	10,338.00	SG 06,S2	Permanent	Yes
12/01/2004	06/30/2009	Administrative Aide VI	Leyte State University	7,606.00	SG 06,S1	Permanent	Yes
05/17/2004	11/30/2004	Clerk III	Leyte State University	7,606.00	SG 06,S1	Permanent	Yes
03/04/2002	05/16/2004	Clerk II	Leyte State University	6,684.00	SG 04,S2	Permanent	Yes
07/01/2001	03/03/2002	Clerk II	Vis State Coll of Agriculture	6,522.00	SG 04,S1	Permanent	Yes
01/01/2000	06/30/2001	Clerk II	Vis State Coll of Agriculture	6,211.00	SG 04,S1	Permanent	Yes
03/04/1999	12/31/1999	Clerk II	Vis State Coll of Agriculture	5,646.00	SG 04,S1	Permanent	Yes
07/18/1997	03/03/1999	Clerk I	Vis State Coll of Agriculture	5,358.00		Permanent	Yes
01/01/1997	07/17/1997	Clerk I	Vis State Coll of Agriculture	5,228.00		Permanent	Yes
01/01/1996	12/31/1996	Clerk I	Vis State Coll of Agriculture	4,956.00		Permanent	Yes
01/01/1995	12/31/1995	Clerk I	Vis State Coll of Agriculture	3,956.00		Permanent	Yes
07/18/1994	12/31/1994	Clerk I	Vis State Coll of Agriculture	2,956.00		Permanent	Yes
01/01/1994	07/17/1994	Clerk I	Vis State Coll of Agriculture	134.36/day		Casual	Yes
01/01/1993	12/31/1993	Clerk I	Vis State Coll of Agriculture	98.00/day		Casual	Yes
01/01/1991	12/31/1992	Clerk I	Vis State Coll of Agriculture	98.00/day		Casual	Yes
07/01/1989	12/31/1990	Clerk I	Vis State Coll of Agriculture	98.00/day		Casual	Yes
01/01/1989	06/30/1989	Clerk I	Vis State Coll of Agriculture	34.50/day		Casual	Yes
12/14/1987	12/31/1988	Clerk-Typist	Vis State Coll of Agriculture	34.50/day		Casual	Yes
03/01/1987	12/13/1987	Clerk-Typist	Vis State Coll of Agriculture	24.50/day		Casual	Yes
07/01/1986	02/28/1987	Clerk-Typist	Vis State Coll of Agriculture	21.30/day		Casual	Yes
01/01/1985	06/30/1986	Clerk-Typist	Vis State Coll of Agriculture	19.35/day		Casual	Yes
05/01/1984	12/31/1984	Clerk-Typist	Vis State Coll of Agriculture	17.60/day		Casual	Yes
06/01/1983	04/30/1984	Clerk-Typist	Vis State Coll of Agriculture	16.00/day		Casual	Yes
03/01/1982	05/31/1982	Clerk/Stenographer	Court of First Instance	5.00/output		(Trainee)	Yes











(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/25/2017	CS FORM 212 (Revised 2017) Page 2 of 4
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<p>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 appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES - Person not related by consanguinity or affinity to applicant / appointee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>V000529</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>None</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Jan 2011</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	V000529	ID/License/Passport No.:	None	Date/Place of Issuance:	Jan 2011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            Date Accomplished            April 25, 2017         </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished April 25, 2017	
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 ERLINDA S. VALENZONA	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>APR 25 2017</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;">   <b>ATTY. RYSAM C. GUINOCOR</b>            Person Administering Oath         </div>													