

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	CABASE		
FIRST NAME	MICHELLE AUBREY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DOMINGO		
3. DATE OF BIRTH (mm/dd/yyyy)	AUGUST 15, 1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	STA. CRUZ, MANILA	If holder of 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"/> Other/s:	17. RESIDENTIAL ADDRESS	503- 30 de Diciembre St. House/Block/Lot No. Street Poblacion 18 Subdivision/Village Barangay Baybay City, Leyte City/Municipality Province
7. HEIGHT (m)	1.58 m	ZIP CODE	6521
8. WEIGHT (kg)	55 kg		
9. BLOOD TYPE	type O		
10. GSIS ID NO.	2006371378		
11. PAG-IBIG ID NO.	121295578439	18. PERMANENT ADDRESS	503- 30 de Diciembre St. House/Block/Lot No. Street Poblacion 18 Subdivision/Village Barangay Baybay City, Leyte City/Municipality Province
12. PHILHEALTH NO.	13-025367828-4		
13. SSS NO.	34-9410444-1		
14. TIN NO.	475-314-856		
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	563-8421
		20. MOBILE NO.	0916 475 6064
		21. E-MAIL ADDRESS (if any)	michelleaubreycabase@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CABASE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	IÑIGO EZEKIEL	NAME EXTENSION (JR., SR)	ZARIAH BRIELLE D. CABASE	10/16/2020
MIDDLE NAME	QUIÑONES			
OCCUPATION	ENGINEER/ INSTRUCTOR			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Visca Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DOMINGO			
FIRST NAME	MARIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	IGNACIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DOMINGO			
FIRST NAME	SOCORRO			
MIDDLE NAME	RELEVO		(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 ELEMENTARY SCHOOL		2001	2007		2007	
SECONDARY	VISAYAS STATE UNIVERSITY- LABORATORY HIGH SCHOOL		2007	2011		2011	with honors
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BS ECONOMICS	2011	APRIL 2015		2015	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES- LOS BAÑOS	MS AGRICULTURAL ECONOMICS	2017	2020		2020	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/17/24
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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
Civil Service Commission- Honor Graduate Eligibility		April 21, 2015	Visayas State University	100108150402	04/22/15
Driver's License			LTO- Baybay City, Leyte	H12-16-002168	08/15/2019

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	macabrech	DATE	4/17/24
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## 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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(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)
	People skills-communication		N/A			N/A
	flexibility, adaptability, management skills					
	Data analysis					
	Customer service					
	Driving					
	Singing and Dancing					

(Continue on separate sheet if necessary)

FFV SIGNATURE <i>macabeseh</i>	DATE <i>4/17/24</i>
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CS FORM 212 (Revised 2017) Page 3



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,  
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?  
  
b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ 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)?  
  
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:

☐ 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	ADDRESS	TEL. NO.
Zyra May H. Centino	Visayas State University	zyramay.centino@vsu.edu.ph
Antonio Jesus A. Quilloy	University of the Philippines-Los Banos	aaquilloy@up.edu.ph
Marlon M. Tambis	Visayas State University	marlon.tambis@vsu.edu.ph

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: TIN Card

ID/License/Passport No.: 475-314-856


Date/Place of Issuance: 18-September-2015

macabased


Signature (Sign inside the box)

4/17/24

Date Accomplished



macabased  
MICHELLE AUBREY D. CABASE



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 30 APR 2024, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 113

Page No. 91

Book No. 111

Series of 2024

Person Administering Oath

ATTY. VIVIAN C. ENARIO-VIDALLON  
NOTARY PUBLIC  
HC. NO. B-23-12-06, JANUARY 18, 2024  
UNTIL DECEMBER 31, 2025  
ROLL NO. 62930

PTR NO. BC0204438, 1/2/2024, BAYBAY CITY, LEYTE  
IBP NO. 387032, 1/2/2024, LEYTE  
MCLE COMPLIANCE NO. VII-0004765

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



## 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 10, 2015 – July 6, 2015
- Position: Field Interviewer and Encoder
- Name of Office/Unit: Institute Research and Development Studies
- Immediate Supervisor: Lilia Nunez
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Conducted Survey and encoded all the data gathered of the Citizen Satisfaction Index System (CSIS) project
- Summary of Actual Duties
  - Responsible on collecting all the data needed via face to face interview of the selected respondents of the project

- Duration: August 3, 2015 – May 31, 2017
- Position: Project Development Assistant
- Name of Office/Unit: Phil-Lidar 2 funded by DOST PCIERRD
- Immediate Supervisor: Pastor P. Garcia
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Assisted in making the GIS Manual
  - Conducted a field Survey of the side Project (Vulnerability Assessment)
  - Encoded all the data from the Vulnerability Assessment
  - Assisted the Project Development Officer in processing admin works
  - Assigned in making minutes from the meeting
- Summary of Actual Duties
  - Responsible for all the stages of project's life cycle and have duties such managing resources, monitoring project executions and ensuring continuous flow of information among members and assigning task.

MICHELLE AUREY D. CABASE

(Signature over Printed Name of Employee/Applicant)

Date: 4/15/24



## 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, 2017 to June 22, 2017
- Position: Science Research Assistant
- Name of Office/Unit: ECO-FARMI
- Immediate Supervisor: Pastor P. Garcia
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)  
Applied the IP Protection of the GIS Manual
- Summary of Actual Duties  
The responsibilities of this project are the continuation of the workload of the previous work as Project Development Assistant.

- Duration: July 22, 2022 to August 15, 2023
- Position: Science Research Specialist 1 (Project Manager)
- Name of Office/Unit: Technology Business Incubator
- Immediate Supervisor: Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University- funded by DOST PCAARRD
- List of Accomplishments and Contributions (if any)
  - Approved Start-up Grant Fund Proposal
  - Collaboration with Pampanga State Agricultural University.
  - Recruited new Incubatees of VSU ATBI
  - Organized Bootcamps and Benchmarking Activities
  - Organized and Attended trainings and seminars
- Summary of Actual Duties
  - Responsible in conducting and supervising activities and programs to recruit incubatees, forge collaboration and network with various business group and organization and submitting short proposals to different agencies for a Financial Grant of our incubatees.

MICHELLE AUGREY D. CABASE

(Signature over Printed Name of Employee/Applicant)

Date: 4/15/24




## 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: August 16, 2023 to Present
- Position: Instructor 1 (Temporary Regular)
- Name of Office/Unit: Department of Economics
- Immediate Supervisor: Zyra May H. Centino
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Attended the extension training and workshop: Developing Extension Project Proposal
  - Assisted in Facilitating an event in the Department
  - Attended the ISO Awareness Webinar
  - Attended the monthly meeting of the Department
  - Developed a syllabus that outlines topics that will be explored and listing due dates for assignments and exams.
  
- Summary of Actual Duties
  - conduct assigned classes at the scheduled times
  - pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area
  - design and implement effective strategies to develop self-responsible/independent learners
  - engage students in active, hands-on, creative problem-based learning
  - assign reasonable assignments and homework to students as per school rules
  - evaluate students' performances in an objective, fair and timely manner
  - record and report timely the results of quizzes, assignments, mid- and final semester exam

  
 MICHELLE AUDREY D. CABASE  
 (Signature over Printed Name of Employee/Applicant)

Date: 4/15/24