

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	PRADO		
FIRST NAME	LOUIS	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PAPA		
3. DATE OF BIRTH (mm/dd/yyyy)	16/06/1973	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	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	CLARO M. RECTO House/Block/Lot No. Street BRGY. G. MODINA ZONE-16 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'3"	ZIP CODE	6521
8. WEIGHT (kg)	75 Kg.	18. PERMANENT ADDRESS	CLARO M. RECTO House/Block/Lot No. Street BRGY. G. MODINA ZONE-16 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	"B"	ZIP CODE	6521
10. GSIS ID NO.	73061600717	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1700-0026-9378	20. MOBILE NO.	09317200462
12. PHILHEALTH NO.	13-000015216-2	21. E-MAIL ADDRESS (if any)	louis.prado@vsu.edu.ph
13. SSS NO.	NONE		
14. TIN NO.	915-327-323		
15. AGENCY EMPLOYEE NO.	V000422		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTECALVO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GRETCHEN MAE	NAME EXTENSION (JR., SR)	LOUIGIE M. PRADO	25/02/2007
MIDDLE NAME	VIZCAYNO		KATE MARIE M. PRADO	02/12/2008
OCCUPATION	LABORATORY AIDE (J.O)		KATHLEEN MAE M. PRADO	02/12/2008
EMPLOYER/BUSINESS NAME	DEPARTMENT OF AGRONOMY		KRIS ANNE M. PRADO	02/12/2008
BUSINESS ADDRESS	VSU, VISCA BAYBAY CITY		KRISTINE M. PRADO	12/09/2012
TELEPHONE NO.	NONE		LOURENZ M. PRADO	25/11/2017
24. FATHER'S SURNAME	PRADO			
FIRST NAME	MELCHOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RINGER			
25. MOTHER'S MAIDEN NAME	POL			
SURNAME	PRADO			
FIRST NAME	CESARIA			
MIDDLE NAME	PAPA			
(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	C.P. GARCIA ELEM. SCHOOL	DIPLOMA	1980	1986		1986	NONE
SECONDARY	BAYBAY HIGH SCHOOL	DIPLOMA	1986	1990		1990	NONE
VOCATIONAL / TRADE COURSE	GENERAL RADIO COMMUNICATION OPERATOR (GRCO)	2YRS. CERTIFICATE COURSE	1990	1992		1992	NONE
COLLEGE	N/A						
GRADUATE STUDIES	N/A						
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	MAY 31, 2023	CS FORM 212 (Revised 2017), Page 1 of 4
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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
RADIO OPERATOR'S LICENSE - FIRST CLASS TELEPHONE	84.0%	01/05/2000	CEBU CITY	2K-1 PVII-24-84	2 YRS.


(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	GOVT SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	ADMIN. ASSISTANTANT II	VSU-DYAC	241,248.00	NBC591	Permanent	Yes
01/01/2022	12/31/2022	ADMIN. ASSISTANTANT II	VSU-DYAC	232,116.00	NBC588	Permanent	Yes
01/01/2021	12/31/2021	ADMIN. ASSISTANTANT II	VSU-DYAC	222,996.00	NBC584	Permanent	Yes
06/16/2020	12/31/2020	ADMIN. ASSISTANTANT II	VSU-DYAC	213,876.00	JntCSCDBM 1	Permanent	Yes
01/01/2020	06/15/2020	ADMIN. ASSISTANTANT II	VSU-DYAC	211,956.00	NBC579	Permanent	Yes
01/01/2019	12/31/2019	ADMIN. ASSISTANTANT II	VSU-DYAC	202,290.00	NBC575	Permanent	Yes
06/16/2018	12/31/2018	ADMIN. ASSISTANTANT II	VSU-DYAC	197,196.00	NBC572	Permanent	Yes
01/01/2018	06/15/2018	ADMIN. ASSISTANTANT II	VSU-DYAC	197,196.00	NBC572	Temporary	Yes
01/01/2017	12/31/2017	ADMIN. ASSISTANTANT II	VSU-DYAC	189,816.00	NBC568	Temporary	Yes
06/16/2016	12/31/2016	ADMIN. ASSISTANTANT II	VSU-DYAC	184,416.00	NBC562	Temporary	Yes
01/01/2016	12/31/2016	ADMIN. ASSISTANTANT II	VSU-DYAC	184,416.00	Renewal	Temporary	Yes
06/16/2015	12/31/2015	ADMIN. ASSISTANTANT II	VSU-DYAC	179,172.00	Promotion	Temporary	Yes
06/16/2014	06/15/2015	ADMIN. ASSISTANTANT II	VSU-DYAC	179,172.00	Renewal	Temporary	Yes
12/07/2013	06/15/2014	ADMIN. AIDE VI	VSU-DYAC	162,960.00	JntCSCDBM 1	Permanent	Yes
06/01/2012	12/06/2013	ADMIN. AIDE VI	VSU-DYAC	161,340.00	NBC540	Permanent	Yes
06/01/2011	05/31/2012	ADMIN. AIDE VI	VSU-DYAC	151,488.00	NBC530	Permanent	Yes
12/07/2010	05/31/2011	ADMIN. AIDE VI	VSU-DYAC	141,636.00	JntCSCDBM 1	Permanent	Yes
06/24/2010	12/06/2010	ADMIN. AIDE VI	VSU-DYAC	139,344.00	NBC524	Permanent	Yes
07/01/2009	06/23/2010	ADMIN. AIDE VI	VSU-DYAC	129,132.00	NBC521	Permanent	Yes
07/01/2008	06/30/2009	ADMIN. AIDE VI	VSU-DYAC	118,932.00	NBC516	Permanent	Yes
12/07/2007	06/30/2008	ADMIN. AIDE VI	VSU-DYAC	108,120.00	JntCSCDBM 1	Permanent	Yes
07/01/2007	12/06/2007	ADMIN. AIDE VI	VSU-DYAC	105,492.00	NBC511	Permanent	Yes
12/07/2004	06/30/2007	ADMIN. AIDE VI	LSU-DYAC	95,904.00	JntCSCDBM 1	Permanent	Yes
12/01/2004	12/06/2004	ADMIN. AIDE VI	LSU-DYAC	93,552.00	retitling	Permanent	Yes
12/01/2001	11/30/2004	ECET - I	LSU-DYAC	93,552.00	JntCSCDBM 1	Permanent	Yes
12/07/2001	12/06/2001	ECET - I	Visca-DYAC	91,272.00	NBC474	Permanent	Yes
01/22/2001	06/30/2001	ECET - I	Visca-DYAC	86,928.00	changestat	Permanent	Yes
01/01/2000	01/21/2001	ECET - I	Visca-DYAC	86,928.00	to duty	Temporary	Yes
12/07/1998	12/31/1999	ECET - I	Visca-DYAC	79,020.00	reported	Temporary	Yes
10/01/1998	12/06/1998	ECET - I	Visca-DYAC	299.32	Actually	Casual	Yes

(Continue on separate sheet if necessary)

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[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

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Repair Electronic Equipments	EXEMPLARY AWARD NON-SUPERVISORY	ADFA
Lettering Alphabet Design		

(Continue on separate sheet if necessary)

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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. CHRISTINA A. GABRILLO</td><td>VSU, BAYBAY CITY</td><td>celphone # 09062627974</td></tr><tr><td>CARMELA A. YAMADA</td><td>PLARIDEL, BAYBAY CITY</td><td>Celphone # 09981524924</td></tr><tr><td>FABIAN A. ABERIO</td><td>BRGY, GAAS BAYBAY CITY</td><td>Celphone # 09358188294</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. CHRISTINA A. GABRILLO	VSU, BAYBAY CITY	celphone # 09062627974	CARMELA A. YAMADA	PLARIDEL, BAYBAY CITY	Celphone # 09981524924	FABIAN A. ABERIO	BRGY, GAAS BAYBAY CITY	Celphone # 09358188294
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU ID - V000422</td></tr><tr><td>ID/License/Passport No.:</td></tr><tr><td>Date/Place of Issuance: MAY 23, 2023 VSU, BAYBAY CITY</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: VSU ID - V000422	ID/License/Passport No.:	Date/Place of Issuance: MAY 23, 2023 VSU, BAYBAY CITY	<table><tr><td>Signature (Sign inside the box) MAY 31, 2023 Date Accomplished</td></tr></table>	Signature (Sign inside the box) MAY 31, 2023 Date Accomplished							
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SUBSCRIBED AND SWORN to before me this 06 JUN 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>ATTY. RICHARD C. GUINOCOR VSU Legal Officer Person Administering Oath</td></tr></table>		ATTY. RICHARD C. GUINOCOR VSU Legal Officer Person Administering Oath											
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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.

Sample: If applying to Supervising Administrative Officer

- Duration: October 1, 1998 – present
- Position: Administrative Assistant II
- Name of Office/Unit: DYDC-FM
- Immediate Supervisor: Dr. Rotacio S. Gravoso
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 -
 -
- Summary of Actual Duties:
 - To operate and maintain transmitter unit & studio broadcast equipments
 - To assist in troubleshooting & repair of broadcast equipment under his care
 - Provide technical assistance during program production and actual broadcast actual activities
 - Perform other function as the Station Manager may assign


LOUIS P. PRADO

(Signature over Printed Name
of Employee/Applicant)

Date: May 31, 2023