## 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. Print legibly. Tick appropriate box (()) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIAT 1. CS ID No (Do not fill up. For CSC use only) . PERSONAL INFORMATION 2. SURNAME Seville NAME EXTENSION (JR., SR) FIRST NAME Marily MIDDLE NAME Villacorte N/A 3. DATE OF BIRTH 12/8/1980 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino □ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: 4. PLACE OF BIRTH WLPH, Baybay Leyte If holder of dual citizenship, please indicate the details. 5. SEX ✓ Female ☐ Male 17. RESIDENTIAL ADDRESS Claro M. Recto Street 6 CIVIL STATUS Single ✓ Married House/Block/Lot No. ☐ Widowed ☐ Separated Zone 20 ☐ Other/s: Subdivision/Village Barangay **Baybay City** Leyte 7. HEIGHT (m) 1.52 City/Municipality Province 47 8. WEIGHT (kg) ZIP CODE 6521 18. PERMANENT ADDRESS Claro M. Recto Street 9. BLOOD TYPE 0 House/Block/Lot No. Street Zone 20 10. GSIS ID NO. N/A Subdivision/Village Barangay **Baybay City** Leyte 11. PAG-IBIG ID NO. 1211-8489-5963 City/Municipality Province 12. PHILHEALTH NO. 03-050900299-8 ZIP CODE 6521 06-2338630-5 13. SSS NO. 19. TELEPHONE NO N/A 14. TIN NO. 435-387-365 0909 882 1360 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) marily.seville@vsu.edu.ph FAMILY BACKGROUND 23. NAME of CHILDREN (Write full name and list Seville 22 SPOUSE'S SURNAME DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) Anmari Joyce Villacorte Seville Anastacio 2/17/2007 FIRST NAME Puda III Marian Joy Villacorte Seville MIDDLE NAME 3/28/2009 Reco Villacorte OCCUPATION N/A 4/11/2021 N/A EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** N/A N/A TELEPHONE NO. FATHER'S SURNAME Villacorte (Deceased) NAME EXTENSION (JR., SR) FIRST NAME **Antonio** MIDDLE NAME N/A Braga MOTHER'S MAIDEN NAME SURNAME Laurente Lilia FIRST NAME MIDDLE NAME Quinte (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** BASIC HIGHEST LEVEL SCHOLARSHIP/ PERIOD OF ATTENDANCE 26 NAME OF SCHOOL YEAR LEVEL EDUCATION/DEGREE/COURSE UNITS EARNED ACADEMIC HONORS GRADUATED (Write in full) (if not graduated) RECEIVED (Write in full) From To 1st Carlos P. Garcia Elem. School N/A 1986 1993 N/A 1993 Honorable ELEMENTARY Mention **Baybay National High School** N/A 1993 1997 N/A 1997 N/A SECONDARY VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE Leyte State University ( now BS in Agriculture major in Academic B 2002 COLLEGE 1997 2002 N/A **Agricultural Economics Visayas State University)** Grant N/A N/A N/A N/A N/A N/A **GRADUATE STUDIES** DATE SIGNATURE 6/19/24

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8/1/2023	Present	Administrative Aide III (	Clerk I)	Visayas State University - University Review Services		P14,677.96	-0000030 SO	Casual	
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TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
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HRIS Software Onboarding		12/6/2024	12/6/2024	8	Technical	Visayas State University	
Virtual 5S Training	and the second s	11/29/2023	11/29/2023	8	Technical	Visayas State University	
SO 9001-2015 Awareness & Re-awareness Wehin		812012023	812012023	R	Technical	Vicayae State University	
Assertive, Oral and Written Communication Skills	8/24/2022	8/26/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. I VSU		
Managing Government Records and Human Reso	6/8/2022	6/10/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. / VSU		
Virtual Data Privacy Act of 2012 Awareness Semin	ar	4/7/2022	4/7/2022	n im <b>8</b> nom	Technical	Visayas State University	
VSUCC Basic Cooperative Course Seminar	KH I	6/15/2019	6/15/2019	8	Technical	VSUCC VSU Visca Baybay City Leyte	
30th Joint ViCARP and RRDEN Symposium		11/21/2018	11/23/2018	24	Technical	VICARP & RRDEN	
Norkshop on Participatory Assessment of the Ga Dpportunities in Piloting Effective Models of ISAR	11/19/2018	11/20/2018	ngs 16 (d)	Technical	SEARCA A LAUGHEDIONI (S) TO INSURAN		
Fruit Trees Establishment and Validation of Farm	10/26/2018	10/26/2018	8	Technical	CHED / VSU / VICARP		
Training Course on Research and Development (Fmplementation Management	9/4/2018	9/7/2018	32	Technical	ISO 9001:2008/ VSU/ VICARP/ PHILARM		
Development of a Seasonal Precipitation Forecast	for Region VIII, Eastern	8/31/2018	8/31/2018	8	Technical	Artur Kauter of Technishe Hochschule Koln, Germany	
dentification and Tagging of Baybay Tall Coconu	7/19/2018	7/19/2018	8	Technical	Visayas State University / Philippine Coconu Authority		
Ecological Research: Methods and Data Analysis	aay Hi	7/6/2018	7/6/2018	8	Technical	Visayas State University	
Seed Production and Conservation (Corn Germple Advanced Research and Development CGUARD)	12/6/2017	12/7/2017	16	Technical	Department of Agriculture / UP Los Baños /		
Excellence in Your Workplace Seminar - 2005	38	10/1/2005	10/1/2005	8	Technical	OMF Literature, Inc.	
Course on Enterprise Development using the Con Economies	1 S. M. L. Salar J. 1875	11/29/2004	12/3/2004	40	Technical	Community Economic Ventures, Inc	
ntensive Training for Enterprise Development Off	the state of the s	5/25/2004	6/7/2004	112	Technical	Community Economic Ventures, Inc	
Vacation Church School Teacher's Training Workshop		4/5/2004	4/7/2004	be failgr	Technical	United Church of Christ in the Philippines-SWLC, Maasin City	
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31. SPECIAL SKILLS and HOBBIES 3	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)  33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)						
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a. within the fourth degree (for Local Government Unit - Career Employees)?  b. within the fourth degree (for Local Government Unit - Career Employees)?  c. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any count?  b. Have you been criminally charged before any count?  b. Have you been criminally charged before any count?  c. a. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any count or tribunal?  c. yes No If YES, give details:  c. yes	34.	Are you related by consanguinity or affinity to the appointing or rec chief of bureau or office or to the person who has immediate supe Bureau or Department where you will be appointed,		2708		
If YES, give details:	ian in	a. within the third degree?		☐ YES ☐	2 NO	
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38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  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?  38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  39. b. Have you resigned from the government service during the three (3)-month period before the last election by commendation of coal andidate?  39. Have you acquired the status of an immigrant or permanent resident of another 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:  41. REFERENCES (Person not related by consequently or efforty to applicant fappointes)  41. REFERENCES (Person not related by consequently or efforty to applicant fappointes)  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 dusthorized representative to verify/validate the contents stated herein. I agree that any misropresentation made in this document and its attachments shall cause the filing of Sovernment Issued ID: PRO ID  40. PRO ID  41. PRO ID  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 dusthorized representative to verify/validate the contents stated herein. I agree that any misropresentation made in this document and its attachments shall cause the filing of	100		Date_			
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b. Are you a person with disability?    YES   NO     YES, please specify:   No:   YES, please specify:   YES, please specify:   No:   YES, please specify:   YES, please specify:   No:   YES, please specify:   YES, please specify:   No:   YES, please specify:   YES, please specify:   No:   YES, please specify:   No:   YES, please specify:   YES, please specify:	40.	나는 사람들은 이 살아보다는 것이 사람들은 가장 보다면 무리를 가면 사람들이 되었다. 그는 사람들이 가장 그렇게 하는 것이 되었다. 그런 사람들은 그는 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은		street of the Gains Last a Madels of ISARD alderion of Parms	workshop on Patronslory Paces Opposualities is Photog Effective Fruit Trees Establishman and Va	
Are you a solo parent?    YES   D NO       YES   D NO	a.					
C. Are you a solo parent?    YES   NO   If YES, please specify ID No: On process	b.	Are you a person with disability?	☐ YES ☑ NO			
Christy M. Desades  VSU, Visca, Baybay City, Leyte  O 930 224 4252  Jennifer E. Ando  VSU, Visca, Baybay City, Leyte  O 917 656 9517  Carmelita C. Tito  Zone 20, Baybay City, Leyte  O 915 511 8206  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 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: PRC ID  DID/License/Passport No: 0040729  Date/Place of Issuance: 4/17/2023  SUBSCRIBED AND SWORN to before me this 19 JUN 2024  , affiant exhibiting his/her validly issued government ID as indicated above.	C.					
Christy M. Desades  VSU, Visca, Baybay City, Leyte  O917 656 9517  Carmelita C. Tito  Zone 20, Baybay City, Leyte  O917 656 9517  Zone 20, Baybay City, Leyte  O917 656 9517  Zone 20, Baybay City, Leyte  O917 511 8206  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.  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, CSIS, SSS, PRC, Diiver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID  ID/License/Passport No.: 0040729  Date/Place of Issuance: 4/17/2023  Signature (Sign Inside the box)  C 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	41.			and the sec-	Amend Regards cut Do sice	
Jennifer E. Ando  VSU, Visca, Baybay City, Leyte  O915 51 \$ 206  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.  agree that any misrepresentation made in this document and its attachments shall cause the filling of administrative/criminal case/s against me.  Government Issued ID (ie Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID  ID/License/Passport No: 0040729  Date/Place of Issuance: 4/17/2023  Signature (Sign inside the box)  C   1   2  2   Date Accomplished  Right Thumbmark  SUBSCRIBED AND SWORN to before me this 1 9 JUN 2024  , affiant exhibiting his/her validly issued government ID as indicated above.	Ch				OF STATES AND STATES A	
Carmelita C. Tito  Zone 20, Baybay City, Leyte  O975 511 8 206  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.  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: PRC ID  ID/License/Passport No: 0040729  Date/Place of Issuance: 4/17/2023  Date/Place of Issuance: 4/17/2023  Signature (Sign inside the box)  C 1/2 24  Date Accomplished  Right Thumbmark  SUBSCRIBED AND SWORN to before me this 19 JUN 2024  , affiant exhibiting his/her validly issued government ID as indicated above.	_				ende	
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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: PRC ID  ID/License/Passport No.: 0040729  Date/Place of Issuance: 4/17/2023  Signature (Sign inside the box)  C 1.9124  Date Accomplished  Right Thumbmark  SUBSCRIBED AND SWORN to before me this 19 JUN 2024  , affiant exhibiting his/her validly issued government ID as indicated above.	42.	complete statement pursuant to the provisions of pertinent la Philippines. I authorize the agency head/authorized representativ	Personal Data Sheet which is a tru aws, rules and regulations of the F re to verify/validate the contents state	ue, correct and Republic of the d herein.	MARILY V SEVILLE	
PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID  ID/License/Passport No.: 0040729  Date/Place of Issuance: 4/17/2023  Signature (Sign inside the box)  C   19 24  Date Accomplished  Right Thumbmark  SUBSCRIBED AND SWORN to before me this 19 JUN 2024  , affiant exhibiting his/her validly issued government ID as indicated above.			and its attachments shall cause	the filing of	PHOTO	
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Date/Place of Issuance: 4/17/2023  Date Accomplished  Right Thumbmark  SUBSCRIBED AND SWORN to before me this 19 JUN 2024 , affiant exhibiting his/her validly issued government ID as indicated above.	-		THAT			
SUBSCRIBED AND SWORN to before me this 19 JUN 2024 , affiant exhibiting his/her validly issued government ID as indicated above.	-		Signature (Sign inside the	box)		
ATTY RISA C GUNDON	Da	ite/Place of Issuance: 4/17/2023	Date Accomplished		Right Thumbmark	
ELLA RICHARDON		SUBSCRIBED AND SWORN to before me this 19 JUN 202	, affiant exhibiting his/her	validly issued governme	ent ID as indicated above.	
Person Administering Oath	The state of the s	DATE (4) 21 S.1	ATTY BYSA C GUNDOUS			
			Person Administering	Oath	1	

## **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 1, 2023 Present
- Position: Administrative Aide III (Clerk I)
- Name of Office/Unit: University Review Services
- Immediate Supervisor: Christy M. Desades
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in preparing, recording and releasing of all financial and administrative documents; facilitate and assist in meetings and during review classes; issue, maintain, retrieve and control controlled documents being the office dDRC, and maintain licensure examination & experts database.
- Duration: July 1, 2019 July 31, 2023
- Position: Administrative Aide III (Clerk I)
- Name of Office/Unit: Recruitment, Selection, Placement & Personnel Records Office
- Immediate Supervisor: Jennifer E. Ando (Head)
   Miriam M. De la Torre (OIC)

Miriam M. De la Torre (OIC-Head)

- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Takes charge in the profiling of applicants for vacant positions, initial assessment of credentials of applicants and next-in-rank staff, conducts skills test, comparative assessment of shortlisted candidates and performs other functions as assigned by superiors and other office staff.

MARILY V. SEVILLE
(Signature over Printed Name of Employee/Applicant)

Date: 6/19/24