

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	SOPA		
FIRST NAME	ERIC	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BANAYAG		
3. DATE OF BIRTH (mm/dd/yyyy)	5/2/1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY. SABANG, BAYBAY	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:		
7. HEIGHT (m)	5'7	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street KABALASAN
8. WEIGHT (kg)	80	ZIP CODE	Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	B		City/Municipality Province 6521
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-0391-3179		
12. PHILHEALTH NO.	13-050058634-7	18. PERMANENT ADDRESS	House/Block/Lot No. Street KABALASAN
13. SSS NO.	0619531009	ZIP CODE	Subdivision/Village Barangay BAYBAY LEYTE
14. TIN NO.	277-343-451		City/Municipality Province 6521
15. AGENCY EMPLOYEE NO.	N/A		
16. MOBILE NO.			19. TELEPHONE NO. NONE
20. E-MAIL ADDRESS (if any)	eric.sopa@vsu.edu.ph		

II. FAMILY BACKGROUND

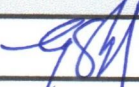
22. SPOUSE'S SURNAME	SOPA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	IVY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BATIGULAO		ERIC JHON SOPA	8/5/2010
OCCUPATION	CASHIER		ERVYN SOPA	12/18/2017
EMPLOYER/BUSINESS NAME	BRODETH MARKETING			
BUSINESS ADDRESS	BAYBAY CITY			
TELEPHONE NO.	9153079949			
24. FATHER'S SURNAME	SOPA			
FIRST NAME	IRENEO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELAGANAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	BANAYAG			
FIRST NAME	NENITA			
MIDDLE NAME	LLIANO			

(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	BAYBAY SOUTH CENTRAL SCHOOL	PRIMARY	1991	1996	GRADUATED	1996	NO
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	SECONDARY	1997	2000	GRADUATED	2000	NO
VOCATIONAL / TRADE COURSE	ORMOC CITY TECHNOLOGICAL MANPOWER TRAINING AND RESEARCH CENTER	VOCATIONAL	Jan. 2007	June. 2007	COMPLETED	2007	NO
COLLEGE	NONE						
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)


SIGNATURE		DATE	03-20-2023	CS FORM 212 (Revised 2017), Page 1 of 4
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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
	BUILDING WIRING INSTALLATION		6/13/2011	ORMOC TESDA	330208110046	
	DRIVER'S LICENSE		4/22/2022	LTO BAYBAY	H-12-08- 000627	5/2/2032

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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*[Handwritten signature]*

03-20-2023

## 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&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


[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)
ELECTRICIAN	N/A	N/A
DRIVING		
BASKETBALL		
OPERATOR		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03-20-2023	CS FORM 212 (Revised 2017), Page 3 of 3
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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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>CLAUDIO ABABAT JR.</td> <td>BRGY. SAN AGUSTIN</td> <td>9268310890</td> </tr> <tr> <td>GABRIEL ISRAEL JR.</td> <td>BRGY. HIBUNAWAN</td> <td>9057723185</td> </tr> <tr> <td>ENGR. MARLON G. BURLAS</td> <td>ORMOC CITY</td> <td>9176341520</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	CLAUDIO ABABAT JR.	BRGY. SAN AGUSTIN	9268310890	GABRIEL ISRAEL JR.	BRGY. HIBUNAWAN	9057723185	ENGR. MARLON G. BURLAS	ORMOC CITY	9176341520	
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<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>LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H-12-08-000627</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>BAYBAY</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:	LICENSE	ID/License/Passport No.:	H-12-08-000627	Date/Place of Issuance:	BAYBAY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	Date Accomplished
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Signature (Sign inside the box)														
Date Accomplished														
<p>SUBSCRIBED AND SWORN to before me this <u>31 MAR 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYSA C. GUINOCOR</b>          VSU Chief Legal Officer       </div> <div style="text-align: center; margin-top: 10px; border: 1px solid black; padding: 5px;">         Person Administering Oath       </div>														

## 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: January 1, 2016 - Present
- Position: Heavy Equipment Operator
- Name of Office/Unit: Power Plant and Electrical Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

. Operate the Manlift Truck for hauling, lifting and hoisting electrical materials such as transformers, high-tension wires and electrical post.

. Maintains the manlift truck to ensure road worthiness and good running condition.

. Assist co-workers in trouble shooting and maintenance of electrical distribution lines and connections.

  
**ERIC B. SOPA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 03-20-2023