

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 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

ORIAS

FIRST NAME

JULIE ANN

MIDDLE NAME

N/A

3. DATE OF BIRTH
(mm/dd/yyyy)

7 04 1996

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

KANANGA, LEYTE

If holder of dual citizenship,
please indicate the details.

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.49

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

8. WEIGHT (kg)

47

ZIP CODE

9. BLOOD TYPE

O+

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

10. GSIS ID NO.

N/A

ZIP CODE

6542

11. PAG-IBIG ID NO.

1212-1061-3705

19. TELEPHONE NO.

N/A

12. PHILHEALTH NO.

13-025479490-3

20. MOBILE NO.

(+63) 926 180 3880

13. SSS NO.

35-1391997-3

21. E-MAIL ADDRESS (if any)

julieann.orias@vsu.edu.ph/ orias.julieann@gmail.com

14. TIN NO.

710103642

15. AGENCY EMPLOYEE NO.

N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

N/A

24. FATHER'S SURNAME

GLORIANE

FIRST NAME

JERRY

MIDDLE NAME

N/A

NAME EXTENSION (JR., SR)

N/A

25. MOTHER'S MAIDEN NAME

SURNAME

ORIAS

FIRST NAME

MARILYN

MIDDLE NAME

BERIDO

(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

From

To

HIGHEST LEVEL/
UNITS EARNED
(if not graduated)

YEAR
GRADUATED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

MAHAYAHAY ELEMENTARY SCHOOL

PRIMARY EDUCATION

2003

2009

N/A

2009

SALUTATORIAN

SECONDARY

DAMULAAAN NATIONAL HIGH SCHOOL

PRIMARY EDUCATION

2009

2013

N/A

2013

3RD HONORABLE MENTION

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN AGRIBUSINESS

2013

2017

N/A

2017

N/A

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

MASTER IN MANAGEMENT major in AGRIBUSINESS MANAGEMENT

2017

N/A

37

N/A

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

February 1, 2023

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 1, 2023
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Continue on separate sheet if necessary)

	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 1, 2023
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February 1, 2023

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 checked="" 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 6371), (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)		
NAME	ADDRESS	TEL. NO.
DR. BAYRON S. BARREDO	VISCA, BAYBAY CITY, LEYTE	563-7527
DR. ALELI A. VILLOCINO	VISCA, BAYBAY CITY, LEYTE	563-7527
DR. LOLITO C. BESTIL	VISCA, BAYBAY CITY, LEYTE	563-1445

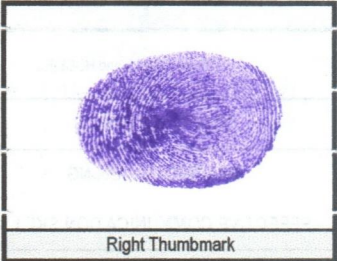
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PHILHEALTH
ID/License/Passport No.: 13-025479490-3
Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)
02/01/2023
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 11 3 MAR 2023 , affiant exhibiting his/her validly issued government ID as indicated above.
 ATTY. RISA C. GUINOCOR VSU Chief Legal Officer
Person Administering Oath


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: February 1,2023 - Present
 - Position: Administrative Aide III
 - Name of Office/Unit: Department of Business and Management
 - Immediate Supervisor: Mr. Bert C. Peñalosa
 - Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
-
- Summary of Actual Duties
 - Prepares faculty report of actual teaching load and individual faculty workload.
 - Coordinates office and administrative activities particularly storing, retrieving and integrating information.
 - Disseminates department meetings and seminars.
 - Receives and relays IP messages and telephone calls for faculty and staff.
 - Maintains and record filing system of the office.
 - Facilitates the faculty members in using the cumulus website for encoding and printing of grades sheets and class rosters.
 - Maintains cleanliness and orderliness of the office and reception area.
 - Performs other functions as assigned by the department head.

- Duration: August 1, 2017- December 31,2021
 - Position: Administrative Aide
 - Name of Office/Unit: Department of Teacher Education
 - Immediate Supervisor: Dr. Joel Q. Mabalhin
 - Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
-
- Summary of Actual Duties
 - Prepares faculty report of actual teaching load and individual faculty workload.
 - Coordinates office and administrative activities particularly storing, retrieving and integrating information.
 - Disseminates department meetings and seminars.
 - Receives and relays IP messages and telephone calls for faculty and staff.
 - Maintains and record filing system of the office.
 - Facilitates the faculty members in using the cumulus website for encoding and printing of grades sheets and class rosters.
 - Maintains cleanliness and orderliness of the office and reception area.
 - Performs other functions as assigned by the department head.


JULIE ANN ORIAS
(Signature over Printed Name
of Employee/Applicant)

Date: 02/01/2023