

# 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

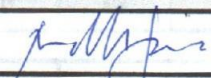
2. SURNAME	Dela Pena		
FIRST NAME	Wences Rey	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Basilad		
3. DATE OF BIRTH (mm/dd/yyyy)	September 28, 1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Ubay, Bohol	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.6 m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	72 kg		Subdivision/Village Barangay
9. BLOOD TYPE	"A"		Ubay Bohol
10. GSIS ID NO.	021-1819-7789-9		City/Municipality Province
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	Visca
12. PHILHEALTH NO.	12-201629936-5		House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village Barangay
14. TIN NO	7091-2945-3	19. TELEPHONE NO.	525-0176
15. AGENCY EMPLOYEE NO.	V-01035		20. MOBILE NO.
		21. E-MAIL ADDRESS (if any)	wencesrey23@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	Instructor		N/A	N/A
EMPLOYER/BUSINESS NAME	Visayas State University		N/A	N/A
BUSINESS ADDRESS	Pangasugan, Baybay City, Leyte		N/A	N/A
TELEPHONE NO.	563-7067		N/A	N/A
24. FATHER'S SURNAME	Dela Pena		N/A	N/A
FIRST NAME	Virgilio	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Auditor		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Basilad		N/A	N/A
FIRST NAME	Ana		N/A	N/A
MIDDLE NAME	Maboloc		(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	San Pascual Central Elementary School	Elementary Education	1997	2003	Graduated	2003	N/A
SECONDARY	San pascual Nat'l High School	High School	2003	2007	Graduated	2007	N/A
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 Agriculture	2010	2014	Graduated	2014	Academic Scholarship
GRADUATE STUDIES	Visayas State University	Master of Science in Agronomy	2015	2017	Graduated	2017	DOST-ASTHRDP

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 6, 2020
		CS FORM 212 (Revised 2017), Page 1 of 4	

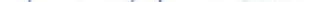


IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
NON-PROFESSIONAL DRIVER'S LICENSE	N/A	November, 2015	Baybay City, Leyte	H12-15-003011	9/29/2018
LICENSURE EXAMINATION FOR AGRICULTURE	N/A	July, 2015	Tacloban City, Leyte	0026553	9/28/2020
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

V. WORK EXPERIENCE

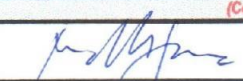
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	August 6, 2020	CS FORM 212 (Revised 2017), Page 2 of 4
------------------	---	-------------	----------------	---

CS FORM 212 (Revised 2017), Page 2 of 4



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S						
29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	938 STATION KABALIKAT CIVICOM BAYBAY CHAPTER	January 11, 2018	Present	N/A	Member/Civic welfare	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
(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)						
30	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)
		From	To			
	NCII CERTIFICATION: HARNESSING THE CAPABILITIES OF YOUNG RICEPRENEUR ON AGRI-CROP PRODUCTION	JUNE 26, 2018	JUNE 29, 2018	40	PRACTICAL	AGRICULTURAL TRAINING INSTITUTE (ATI)
	LEADERSHIP SEMINAR AND VALUES REORIENTATION	MAY 24, 2018	MAY 24, 2018	8	TECHNICAL	VISAYAS STATE UNIVESITY CREDIT COOPERATIVE
	OSPI SUGARCANE FARM MANAGEMENT TRAINING	FEB. 20, 2018	FEB. 22, 2018	24	TECHNICAL	SUGARCANE REGULATORY ADMINISTRATION
	INTELLECTUAL PROPERTY FOUNDATION COURSE	DEC. 5, 2017	DEC. 6, 2017	16	TECHNICAL	VISAYAS STATE UNIVESITY
	TRAINING ON RICE AND RICE-BASED TECHNOLOGIES FOR AREAS AFFECTED BY SUPER TYPHOON YOLANDA	MAY 20, 2014	MAY 27, 2014	56	TECHNICAL	PHILRICE
	HORTICULTURE IN PAKISTAN	SEPT. 10, 2014	SEPT. 10, 2014	4	TECHNICAL	AUSTRALIAN CENTRE FOR INTERNATIONAL AGRICULTURE RESEARCH
	TRAINING ON AGRONOMY AND PLANT DISEASE IDENTIFICATION AND MANAGEMENT	JULY 30, 2014	JULY, 30 2014	4	TECHNICAL	AUSTRALIAN CENTRE FOR INTERNATIONAL AGRICULTURE RESEARCH
	BIOMETRICS REFRESHER COURSE	JUNE 24, 2014	JUNE 27, 2014	32	TECHNICAL	AUSTRALIAN CENTRE FOR INTERNATIONAL AGRICULTURE RESEARCH
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
(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)	
	INITIATIVE		N/A		KABALIKAT CIVICOM	
	GOOD ORAL AND WRITTING SKILLS		N/A		Visayas State University Credit Cooperative	
	DEPENDABLE		N/A		Phillipine Association of Agriculturist	
	COMPUTER LITERATE		N/A		Crop Science Society of the Phillipines	
	FLUENTLY IN ENGLISH, FILIPINO AND CEBUANO		N/A		N/A	
	N/A		N/A		N/A	
	N/A		N/A		N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	August 6, 2020	
CS FORM 212 (Revised 2017), Page 3 of 4						



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.
Ulysis A. Cagasan	Visca, Pangasugan, Baybay City, Leyte	+639452309477
Berta C. Ratilla	Visca, Pangasugan, Baybay City, Leyte	+639105151603
Ed Allan L. Alcober	Visca, Pangasugan, Baybay City, Leyte	+639396081804

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: Employment ID

ID/License/Passport No.: V-01043

Date/Place of Issuance: October 11, 2017/Visca, Pangasugan, Baybay City, Leyte

Signature (Sign inside the box)  
07/02/20

Date Accomplished

SUBSCRIBED AND SWORN to before me this 03 SEP 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. EYSAN C. GUINOCOR  
VSI/LEGAL OFFICER

Person Administering Oath

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