## CS Form No. 212 Revised 2017

## **PERSONAL DATA SHEET**

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		ation made in t	he Personal D	ata Sheet and the	Work Experience Sheet sha	all cause the fi	ling of adm	inistrative/c	riminal case/s ag	ainst the pers	son
RE					EET (PDS) BEFORE ACCOM		E PDS FOR	International Confession Confessi			
	NAME OF TAXABLE PARTY.	The second second	eparate sheet if	necessary. Indicate	N/A if not applicable. DO NOT A	ABBREVIATE.		1. CS ID No.		(Do not fill up. Fo	or CSC use only)
	PERSONAL INFORMATION										
2.	SURNAME	POSAS							NAME EXTENSION (JR.	CD)	
	FIRST NAME	MARICAR							NAME EXTENSION (JR.	, skj	
	MIDDLE NAME	BAGARINA	)								-
	DATE OF BIRTH (mm/dd/yyyy)		NOV. 7, 19	77	16. CITIZENSHIP		Filipi	no 🗆	Dual Citizenship		
							T		☐by birth	by naturaliz	ation
4.	PLACE OF BIRTH	VSL	J, BAYBAY CIT	Y, LEYTE	If holder of dual citize	nship,			Pls. indicate c	ountry:	
5	SEX	☐ Male		✓ Female	please indicate the d	etails.					-
6	CIVIL STATUS	✓ Single		Married	17. RESIDENTIAL ADDRESS				The same	ILANG ILANG	PER DE
		☐ Widowe		Separated	STORY SHO	Hous	se/Block/Lot N	lo.	production of the contract of	Street MARCOS	
						Sut	odivision/Villag	e DITAQUO	3	Barangay LEYTE	
7.	HEIGHT (m)	5'0"	18 784 04	ate School	Office of the Grad	Ci	ty/Municipality		2020	Province	CIMAN
8.	WEIGHT (kg)	80KGS	00.0000	iste School	ZIP CODE		LERK	0	14-20	20 09/3	141/20
9.	BLOOD TYPE	"0"	9800.00	late School	18. PERMANENT ADDRESS	Hou	se/Block/Lot N	100	12010	ILANG ILANG Street	osiete -
10.	GSIS ID NO.		5200,60	ate School	Office of the Grad		Fuenda	nic/I	REACT	MARCOS	ncurio
11	PAG-IBIG ID NO.		121045720			Sut	bdivision/Villag BAYBAY	10	10047	Barangay LEYTE	netere
11.	PAGIBIG ID NO.		121043720	662 onlo 2 of si	eanS eat to soli10	· Ci	ty/Municipality	-	11000	Province	
12.	PHILHEALTH NO.		30500706763	1	ZIP CODE		6521				
13.	SSS NO.		33-694338	3-6	19. TELEPHONE NO.						
14.	TIN NO.	920-851-455		20 MORII F NO		091559926			9609/09086259128		
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	maricar.posas@vsu.edu.ph								
	FAMILY BACKGROUND	)		na trong and and an arrange of	21. E-INVITE ADDITICOO (II dily)			aricar.po	343(QV34.CG)	u.pii	
-	SPOUSE'S SURNAME			N/A		23. NAME of CH	ILDREN (Wri	te full name and	d list all)	DATE OF BIRT	H (mm/dd/yyyy)
	FIRST NAME		N/A		NAME EXTENSION (JR., SR)			P. CAYUNDA			/2007
	MIDDLE NAME		, and	N/A						GIO	2001
	OCCUPATION			N/A							
				N/A							
	EMPLOYER/BUSINESS NAME										
	BUSINESS ADDRESS		· · · · · · · · · · · · · · · · · · ·	N/A	Anne de la company de la compa						
	TELEPHONE NO.			N/A							
24.	FATHER'S SURNAME			POSAS	NAME EXTENSION (JR., SR)				7.0		
	FIRST NAME		OSCAR		NAME EXTENSION (INC., ON)						
	MIDDLE NAME			BAGARINAO							
25.	MIDDLE NAME '						-4				
	SURNAME			BAGARINAO							
	FIRST NAME			MARTINA							
	MIDDLE NAME			GODINES		101-34	(C	ontinue on sej	parate sheet if nece	ssary)	
111.	EDUCATIONAL BACK	GROUND									
26.	LEVEL	NAME OF SCHOOL (Write in full)		BASIC EDUCATION/DEGRI	EE/COURSE	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED	YEAR	SCHOLARSHIP/ ACADEMIC	
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	SECONDARY	EAPERIMEN	CITY,LEYT				1990	1004		1994	
	VOCATIONAL / TRADE COURSE	-								1998	
		VIS	AYAS STATE CO	LLEGE OF	BACHELOR OF ANIMAL SCIE	NCE MAJOR IN	inal	1000			
	COLLEGE		ICULTURE,BAY		ANIMAL HEALT		1994	1008			
	GRADUATE STUDIES										
					Continue on separate sheet if nec	cessary)					
	SIGNATURE		1	0	10	-	D/	ATE	1-14	1-21	

		RD/ BAR) UNDER SPECIAL	RATING	DATE OF				LICENSE (if applicable)		
LAWS/CE	ES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		(If Applicable)	EXAMINATION / CONFERMENT			NATION / CONFERMENT		Date Valid	
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	(PERIENCE								E LE LEX	
		rt from your recent wor	k) Description of	duties should be ind	icated in the attached Wo	ork Experience	SALARY/ JOB/ PAY			
INCLUSIVE	DATES (mm/dd/yyyy)	POSITION TI (Write in full/Do not a			ENCY / OFFICE / COMPANY  I/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	SERV (Y/	
From 10/1/2020	12/31/2020	EDUCATION RE	ESEARCH	Office of the	Graduate School		INCREMENT	CARLIAL	WE	
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VI. VOLUNTARY WARK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT / F	PEOPLE / VOL	UNTARY OR	GANIZATION/S	;	
29. NAME & ADDRESS OF (Write in fi			VE DATES Id/yyyy) To	NUMBER OF HOURS	benidoods a	POSITION / NATURE OF WORK
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	1 YES, give deta-					
OM (V)	ay F)			five offerse	administra	ns have you ever been found quilty of
	if YES, give details					
	If YES, give ontails				ugo yr s siola	D. F. sta you tree in unliminary offergood D
	;baita eta C.		4 - 1			
		tinue on separate		7)		
VII. LEARNING AND DEVELOPMENT (L&D) (Start from the most recent L&D/training program and inc.				hief/Executive/Mana	agerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT IN (Write in 1	TERVENTIONS/TRAINING PROGRAMS	INCLUSIVI ATTEN (mm/c	E DATES OF NDANCE _ Iddyyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
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	(Con	itinue on separate	sheet if necessar	y)	.00	administrative/crimpal careta against
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. NON	FACADEMIC DISTI	NCTIONS / RECOR	GNITION	ou 1810 c	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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		11.				
	(Cor	ntiriue ou veparate	sheet if necessar	y)		
SIGNATURE	Lacha	BATA XATE	T IA	D	ATE	January 14, 2021  CS FORM 212 (Revised 2017), Page 3 of

34	Are you related by concensuinty or effect, to the constitution			i i	
	Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed,	ate supervision over you in the Office,	Korini vodina po odberda a Saveli.		
	a. within the third degree?		YES NO		
	b. within the fourth degree (for Local Government Unit - Ca	areer Employees)?	☐ YES ☑ NO		
			If YES, give details:		
j.	a. Have you ever been found guilty of any administrative of	iffense?	☐ YES ☑ NO		
			If YES, give details:		
	b. Have you been criminally charged before any court?		YES V NO		
	5. There you been diffinitially charged belove any countr		If YES, give details:		
			Date Filed:		
			Status of Case/s:	Property and the second	
õ.	Have you ever been convicted of any crime or violation of	any law, decree, ordinance or regulation by	YES · V NO	17.77	
	any court or tribunal?	If YES, give details:	-		
7.	Have you ever been separated from the service in any of t	he following modes: resignation,	☐ YES ☑ NO	12-37	
	retirement, dropped from the rolls, dismissal, termination, e (abolition) in the public or private sector?		If YES, give details:		
8.	a. Have you ever been a candidate in a national or local el	ection held within the last year (except	YES NO		
	Barangay election)?	☐ YES ☑ NO If YES, give details:			
	b. Have you resigned from the government service during	YES NO			
	e transfer and the control of the co	action to promote/actively campaign for a national or local candidate?			
39.	Have you acquired the status of an immigrant or permaner	nt resident of another country?	YES NO		
		If YES, give details (country):			
10.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma	agna Carta for Disabled Persons (RA			
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972				
	Are you a member of any indigenous group?		☐ YES ☑ NO		
			If YES, please specify:  ☐ YES		
	Are you a person with disability?				
	Are you a solo parent?		If YES, please specify ID No:  ☐ YES ☑ NO		
			If YES, please specify ID No:		
11.	REFERENCES (Person not related by consanguinity or affinity to applican  NAME	t /appointee) ADDRESS	TEL. NO.		
R	. ANABELLA B. TULIN	VSU, BAYBAY CITY, LEYTE	9173064899		
R	. JOSE L. BACUSMO	VSU, BAYBAY CITY, LEYTE	9173108076		
R	. EDITHA G. CAGASAN	VSU, BAYBAY CITY, LEYTE	9155913358		
42.	I declare under oath that I have personally accomplished				
	complete statement pursuant to the provisions of perti				
	Philippines. I authorize the agency head/authorized repres agree that any misrepresentation made in this doc				
	administrative/criminal case/s against me.	and to diddiniono that today	There is a second of the secon		
G	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  LEASE INDICATE ID Number and Date of Issuance	CONTRACTOR SOLD SALES AND			
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## **WORK EXPERIENCE SHEET**

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. Theduration 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: October. 1, 2020 present
- Position: ERA-I
- Name of Office/Unit: Office of the Graduate School
- Immediate Supervisor: Dr. Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - 1. Facilitates enrollment of on-campus students
  - 2. Facilitates appointment and updates records of graduate faculty and adjunct professors
  - 3. Facilitates and updates records of graduate student requirements
  - 4. Updates records of graduate students and scholars (CHED and DOST, etc.) E. Pre-assessment of fees during enrollment and checks midterm and final assessment of graduate students
  - 5. Performs other duties and responsibilities as required by the immediate supervisor
  - Summary of Actual Duties
    - 1. Make follow-ups of administrative and financial documents
    - Duration: Jan. 1, 2016 Sept. 31, 2020
    - Position: (Job Order)
    - Name of Office/Unit: ODGS
    - Immediate Supervisor: Dr. Anabella B. Tulin
    - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
    - List of Accomplishments and Contributions (if any)
    - Assisting of graduate students on the online Application for Admission to the Graduate School.
    - Printing of documents received from applicants for admission for evaluation by the department concerned.
    - Receives graduate students related documents such (Nomination of GAC, Change of Admission Status, Change of GAC, Application for Readmission etc
    - Computes GPA for those applying for admission to VSU Graduate programs
    - Monitors and keeps record of communication sent out to other offices
    - Filling administrative documents
    - Encodes letter of Graduate Student admission letters and other office communications
    - Prepares financial documents (liquidation, reimbursement, replenishment, cash advances, etc.)
    - Carry out other duties and responsibilities as required by the immediate supervisor

MARIOAR B.POSAS
(Signature over Printed Name of Employee/Applicant)
Date: 11-14-21