

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-GS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	PRADO		
FIRST NAME	LOUIS	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PAPA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/16/1973	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	BAYBAY CITY	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:	17. RESIDENTIAL ADDRESS	CLARO M. RECTO House/Block/Lot No. Street BRGY. G. MODINA ZONE-16 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'5"	ZIP CODE	6521
8. WEIGHT (kg)	68 Kg.	18. PERMANENT ADDRESS	CLARO M. RECTO House/Block/Lot No. Street BRGY. G. MODINA ZONE-16 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	"B"	ZIP CODE	6521
10. GSIS ID NO.	CRN-0068-8339-3	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1700-0026-9378	20. MOBILE NO.	09753084800/09121606296
12. PHILHEALTH NO.	13-000015216-2	21. E-MAIL ADDRESS (if any)	ipradz@yahoo.com
13. SSS NO.	NONE		
14. TIN NO.	915-327-323		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTECALVO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GRETCHEN MAE	NAME EXTENSION (JR., SR)	LOUIGIE M. PRADO	2/25/2007
MIDDLE NAME	VIZCAYNO		KATE MARIE M. PRADO	12/2/2008
OCCUPATION	RESEARCH ASSISTANT		KATHLEEN MAE M. PRADO	12/2/2008
EMPLOYER/BUSINESS NAME	ASCIAR PROJECT		KRIS ANNE M. PRADO	12/2/2008
BUSINESS ADDRESS	VSU, VISCA BAYBAY CITY		KRISTINE M. PRADO	9/12/2012
TELEPHONE NO.	NONE		LOURENZ M. PRADO	11/25/2017
24. FATHER'S SURNAME	PRADO			
FIRST NAME	MELCHOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RINGER			
25. MOTHER'S MAIDEN NAME	POL			
SURNAME	PRADO			
FIRST NAME	CESARIA			
MIDDLE NAME	PAPA			

(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	C.P. GARCIA ELEM. SCHOOL	ELEMENTARY GRADUATE	1980	1986		1986	NONE
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL GRADUATE	1986	1990		1990	NONE
VOCATIONAL / TRADE COURSE	GENERAL RADIO COMMUNICATION OPERATOR (GRCO)	2 YRS. CERTIFICATE	1990	1992		1992	NONE
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 13, 2018	CS FORM 212 (Revised 2017), Page 1 of 4
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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
RADIO OPERATO'S LICENSE - FIRST CLASS TELEPHONE	84.0%	5/1/2000	CEBU CITY	2K-1 PVII-24-84	2 YRS.

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
10/01/1998	12/06/1998	ECET - I	Visca-DYAC			Casual	Yes
12/07/1998	12/31/1999	ECET - I	Visca-DYAC			Temporary	Yes
01/01/2000	01/21/2001	ECET - I	Visca-DYAC			Temporary	Yes
01/22/2001	06/30/2001	ECET - I	Visca-DYAC			Permanent	Yes
12/07/2001	12/06/2001	ECET - I	Visca-DYAC			Permanent	Yes
12/01/2001	11/30/2004	ECET - I S2	LSU-DYAC			Permanent	Yes
12/01/2004	12/06/2004	ADMIN. AIDE VI	LSU-DYAC			Permanent	Yes
12/07/2004	06/30/2007	ADMIN. AIDE VI	LSU-DYAC			Permanent	Yes
07/01/2007	12/06/2007	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
07/01/2007	12/06/2007	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
12/07/2007	06/30/2008	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
07/01/2008	06/30/2009	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
07/01/2009	06/23/2010	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
07/01/2009	06/23/2010	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
06/24/2010	12/06/2010	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
12/07/2010	05/31/2011	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
06/01/2011	05/31/2012	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
12/07/2013	06/15/2014	ADMIN. AIDE VI	VSU-DYAC			Permanent	Yes
06/16/2014	06/15/2015	ADMIN. ASSISTANTANT II	VSU-DYAC			Promotion	Yes
06/16/2015	12/31/2015	ADMIN. ASSISTANTANT II	VSU-DYAC			Renewal	Yes
06/16/2016	PRESENT	ADMIN. ASSISTANTANT II	VSU-DYAC			Renewal	Yes

(Continue on separate sheet if necessary)

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVILIAN GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

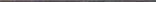
[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

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(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 13, 2018	CS FORM 212 (Revised 2017), Page 3 of 4
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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

☐ 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.
CARMELA A. YAMADA	BRGY. PLARIDEL BAYBAY CITY	9161432586
FABIAN A. ALBERIO	BAYBAY CITY	9358188294

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: CRN-006-0068-8339-3

ID/License/Passport No.: V00422

Date/Place of Issuance:

Signature (Sign inside the box)

06/13/18

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 13 June 2018, at , applicant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VS. LEGAL OFFICER

Person Administering Oath

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

• **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.

Sample: If applying to Supervising Administrative Officer

- Duration: October 01, 1998 – present
- Position: Administrative Assistant II
- Name of Office/Unit: Radio Station DYDC-FM
- Immediate Supervisor: Christina A. Gabrillo
- Name of Agency/Organization and Location: DYDC-FM, Visayas State University, Visca, Baybay City, Leyte

Summary of Actual Duties

- Perform the sign-on and sign-off of the DYDC transmitter.
- Troubleshoot technical problems and maintain the broadcast equipment of the radio station.
- Provide technical assistance during program production and actual broadcast activities.
- Perform board work at the Announcer's Booth.


LOUIS P. PRADO

(Signature over Printed Name
of Employee/Applicant)

Date: _____