

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	ARPOCEPLE			
FIRST NAME	DAHLIA	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RADO			
3. DATE OF BIRTH (mm/dd/yyyy)	6/27/1969	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	Talibon, Bohol	If holder of dual citizenship, please indicate the details.	Please indicate country:	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	<div>N/A</div> <div>House/Block/Lot No.</div> <div>Sitio Cienda</div> <div>Subdivision/Village</div> <div>Baybay City</div> <div>City/Municipality</div> <div>6521</div> <div>N/A</div> <div>Street</div> <div>Gabas</div> <div>Barangay</div> <div>LEYTE</div> <div>Province</div>	
7. HEIGHT (m)	1.524	18. PERMANENT ADDRESS	<div>N/A</div> <div>House/Block/Lot No.</div> <div>Sitio Cienda</div> <div>Subdivision/Village</div> <div>Baybay City</div> <div>City/Municipality</div> <div>6521</div> <div>N/A</div> <div>Street</div> <div>Gabas</div> <div>Barangay</div> <div>LEYTE</div> <div>Province</div>	
8. WEIGHT (kg)	63 kls.		ZIP CODE	
9. BLOOD TYPE	O+		ZIP CODE	
10. GSIS ID NO.	2004558953			
11. PAG-IBIG ID NO.	121055241281	19. TELEPHONE NO.	NONE	
12. PHILHEALTH NO.	12-025073306-8	20. MOBILE NO.	0945-559-5603	
13. SSS NO.		21. E-MAIL ADDRESS (if any)	dahlia.arpoceple@vsu.edu.ph	
14. TIN NO.	163-173-509			
15. AGENCY EMPLOYEE NO.	V00842			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ARPOCEPLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PABLO	NAME EXTENSION (JR., SR)	EULA DIZA R. ARPOCEPLE	8/31/1996
MIDDLE NAME	SANCHEZ		EULA DOROTHY R. ARPOCEPLE	9/14/2005
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	RADO			
FIRST NAME	ISIDORO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VINTOSO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ILAYA			
FIRST NAME	EULOGIA			
MIDDLE NAME	ALONZO		(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	Getafe Elementary School	Primary Education	1976	1982		1982	2nd honor
SECONDARY	University of Bohol	High School	1982	1986		1986	NONE
VOCATIONAL / TRADE COURSE	N/A		N/A	N/A		N/A	N/A
COLLEGE	Cebu Institute of Technology	BACHELOR OF SCINECE in COMPUTER ENGINEERING	1986	1992	5th year/198 units	under grad.	NONE
GRADUATE STUDIES	N/A		N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 26, 2024
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CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 26, 2024
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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			
	NONE					
(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			
	Responding to the Continuing Challenges of Innovations and Technology to the Public Financial Management	8/21/2024	8/24/2024	32	Technical	Philippine Association for Government Budget Administration, Inc.
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office, Visayas State University	2/23/2024	2/23/2024	8	Foundation	Visayas State University-Administrative Services Office
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at the Visayas State University	11/29/2023	11/29/2023	8	Supervisory	Visayas State University
	ISO 9001:2015 Awareness and Re- Awareness Seminar Webinar	8/29/2023	8/29/2023	8	Foundation	Visayas State University- Quality Assurance Center
	Strategic Planning Workshop of Offices under OVPAF	1/12/2023	1/12/2023	8	Supervisory	Visayas State University- Office of the Vice President for Administration and Finance
	Association of Government Accountants of the Philippines (AGAP) Annual Convention Seminar	10/19/2022	10/22/2022	32	Technical	Association of Government Accountants of the Philippines (AGAP), Inc.
	Cash Management and Control System	9/26/2022	9/28/2022	24	Technical	Commission On Audit, Region VIII
	ISO 9001:2015 Awareness and Re- Awareness Seminar	8/31/2022	8/31/2022	8	Foundation	Visayas State University- Quality Assurance
	Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/21/2022	8	Technical	Department of Health - Eastern Visayas Center for Health Development
	Typhoon Awareness & Calamity Readiness	6/29/2022	6/29/2022	8	Technical	Visayas State University- Department of Meteorology
	Ease of Doing Business and Efficient Government Service Delivery Act of 2018	6/28/2022	6/28/2022	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	KAALAM: Creative Forms and Narratives of the Contemporary	3/9/2022	3/9/2022	8	Technical	Visayas State University - Institute of Human Kinetics
	Know Your Money and Counterfeit Detection	2/26/2021	2/26/2021	8	Technical	Bankers Institute of the Philippines, Inc.
	Document Tracking System	11/13/2020	11/13/2020	8	Technical	Visayas State University
	ISO 9001:2015 Awareness/Re- Awareness Webinar	11/27/2020	11/27/2020	8	Foundation	Visayas State University- Quality Assurance Center
	Training on identification of proper and complete items Technical Specification and parameters and orientation of Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	8/28/2020	8/28/2020	8	Technical	Visayas State University
	Working Towards Personal Effectiveness	8/27/2019	8/30/2019	32	Supervisory	Personnel Officers Association of the Philippines, Inc.
	PRIME-HRM Orientation	9/24/2018	9/24/2018	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Full Awareness Training Course ISO 9001:2015	1/26/2018	1/27/2018	16	Foundation	Visayas State University- Office of the President
	International Seminar on Earthquake	8/21/2017	8/21/2017	8	Technical	Visayas State University- College of Engineering
	Records Management Training	7/6/2017	7/7/2017	16	Technical	Visayas State University- Office of the President
	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8	Foundation	Visayas State University- Quality Assurance Center
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Procurement Planning Workshop	9/13/2016	9/13/2016	8	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Procurement Act Orientation	9/9/2016	9/9/2016	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Workshop to Review and Improve Citizen's Charter	9/1/2016	9/1/2016	8	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	6/15/2016	6/15/2016	8	Foundation	Visayas State University- Institute for Strategic Research and Development Studies (ISRDS)
	Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle	5/3/2016	5/5/2016	24	Technical	Visayas State University- Department of Computer Science and Technology
(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)
	COMPUTER SKILLS:		Best Clerk of the Year (2021)			Administrative Personnel Association (AdPA)
	Computer Troubleshooting					Association of Government Accountants of the Philippines (AGAP)
	MS Word, Excel, Powerpoint Presentation, Publisher					Philippine Association for Government Budget Administration, Inc. (PAGBA)
	Reformat					
	Software Installation					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		Nov. 26, 2024		

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.
QUEEN-EVER Y. ATUPAN	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	053-653-7108 local - 1011
LOUELLA C. AMPAC	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	053-653-7108 local 1041
Dr. Elwin Jay V. Yu	Visayas State University Baybay City, Leyte	053-653-7108 local - 1002

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.



DAHLIA R. ARPOCEPLE



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: UMID

ID/License/Passport No.: 02038 5140 4661 172

Date/Place of Issuance: 2016/ Maasin City, Leyte

Signature (Sign inside the box)

November 26, 2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 28 NOV 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU Chief 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.

- Duration: March 09, 2020 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University- Main Campus
 - Summary of Actual Duties
 - Check preparation.
 - Fund transfer.
 - LDDAP-ADA preparation.
 - Balance monitoring.
 - Remittances.
 - Payment of various disbursement vouchers and payrolls.

- Duration: October 31, 2016 – March 08, 2020
- Position: Administrative Aide IV
- Duration: July 01, 2014 - October 31, 2016
- Position: Administrative Aide III
- Duration: August 20, 2008 - June 30, 2014
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Epifania G. Loreto
 - Name of Agency/Organization and Location: Visayas State University- Main Campus
 - Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., preparation of faculty workload, J.O. payrolls, purchase requests; maintenance of computer units in computer laboratory; filing of documents; responds to queries and performs other related functions.

- Duration: November 13, 1993 - November 09, 1999
- Position: Cashier
- Name of Office/Unit: SM Department Store
- Immediate Supervisor: Luzvilla Alcibar
 - Name of Agency/Organization and Location: SM Multi Stores Corporation
 - Summary of Actual Duties
 - Accepting payments from customers.
 - Preparation of summary report.


DAHLIA R. ARPOCEPLE

(Signature over Printed Name
of Employee/Applicant)

Date: Nov. 4, 2024