

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	CAINTIC		
FIRST NAME	LENITA	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	LAPASANDAN		
3. DATE OF BIRTH (mm/dd/yyyy)	11-21-1963	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	DAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s: Abandoned (since 2005)	17. RESIDENTIAL ADDRESS	143 Brgy. Sta. Cruz House/Block/Lot No. Street Daybay City MARCOS Subdivision/Village Barangay City/Municipality Laya Province
7. HEIGHT (m)	5'1"	ZIP CODE	6521
8. WEIGHT (kg)	62	18. PERMANENT ADDRESS	143 Brgy. Sta. Cruz House/Block/Lot No. Street Daybay City City Barangay Subdivision/Village Laya City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	02003629540	19. TELEPHONE NO.	Loc. (1044)
11. PAG-IBIG ID NO.	1211-2568-1068	20. MOBILE NO.	09265453442
12. PHILHEALTH NO.	1300-0093-5515	21. E-MAIL ADDRESS (if any)	lapasandalenita@gmail.com
13. SSS NO.	NA		
14. TIN NO.	922-434-128		
15. AGENCY EMPLOYEE NO.	V-DO-584		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		Gayle L. Caintic	11-18-1990
MIDDLE NAME			Grace L. Caintic	3-12-1994
OCCUPATION	Guesthouse caretaker		Glyza L. C. (deceased)	10-10-1994
EMPLOYER/BUSINESS NAME	Visayas State University		Glenn P L. Caintic	4-1-1999
BUSINESS ADDRESS	Pangasugan, Daybay City Laya (1044)		Gian A L. Caintic	8-12-2004
TELEPHONE NO.				
24. FATHER'S SURNAME	Lapasanda			
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME	Varron			
FIRST NAME	Mercedes			
MIDDLE NAME	Galenia			

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	Sta. Cruz Elem. School		1970	1976		1976	
SECONDARY	Daybay High School		1976	1980		1980	
VOCATIONAL / TRADE COURSE	Visayas State College of Agriculture	Sewing Course (short term)	5-1988	5-1988		1988	
COLLEGE	Visayas State College of Agriculture	Bachelor of Science in Devel. Communication	6-1988	3-1998	105 units	3rd yr college	
GRADUATE STUDIES							

SIGNATURE	DATE
<i>[Signature]</i>	6-19-2024

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
	NA			NA		

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>H. Cantu</i>	DATE	
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Lahug Womens Organization	1-2016	2-2017	2 hr/Wk	Member
	Sítio Rio Das (Chapel President)	5-2014	2-2017	3 years	President

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

[illegible]

VIII. OTHER INFORMATION	
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
NA	NA	NA

SIGNATURE	<i>Af Cantie</i>	DATE	6-19-2024
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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

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.
Rizal Tanaid	Guadalupe Baybay	09269006
Arrah May Goday	Hibunawan Baybay	090961760
Benito Savier	Marcos Baybay	091687355

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: VSA ID V-00-564

ID/License/Passport No.:

Date/Place of Issuance: Cebu City

Signature (Sign inside the box)

Date Accomplished

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

ATTY. RYAN C. GUINOCOR
YSU Chief Legal Officer

Person Administering Oath

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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: February 09, 2009 -Present VSU Cebu/VSU GUEST HOUSE
- Position: Guest House Caretaker
- Name of Office/Unit: Guest House
- Immediate Supervisor: Arrah Mae C. Godoy
- Name of Agency/Organization and Location: Visayas State University


- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 1. Attend to food reservation and serving.
 2. Takes charge of inventory of food supplies and ingredients.
 3. Cleaning, sweeping, dusting of workplace, arranging of furnitures and keep the dining area clean.
 4. Washing of dishes and other kitchen paraphernalia used during breakfast/lunch and Catering service.
 5. Preparing hall/dining area for lunch(set-up tables/chairs/linens needed for catering service)
 6. Serve food and snacks to the guest and visitors of University and during catering service.

- Duration: June 21, 2001- February 8, 2009
- Position: Caretaker Name of Office/Unit:
- Immediate Supervisor: Nevin Pacada
- Name of Agency/Organization and Location: VSU Cebu Office

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 1. Cleaning of surroundings.
 2. Attends to Guest needs.
 3. Prepares food for the Guests.


Lenita L. Caritio
 (Signature over Printed Name
 of Employee/Applicant)

Date: 6-26-2024