

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

FERNANDEZ

FIRST NAME

RICKY DANN

NAME EXTENSION (JR., SR) N/A

MIDDLE NAME

MODINA

3. DATE OF BIRTH  
(mm/dd/yyyy)

01/26/1992

4. PLACE OF BIRTH

PANGASUGAN, BAYBAY, LEYTE

5. SEX

☒ Male ☐ Female

6 CIVIL STATUS

☒ Single ☐ Married  
☐ Widowed ☐ Separated  
☐ Other/s:

7. HEIGHT (m)

1.63 m

8. WEIGHT (kg)

67 kg

9. BLOOD TYPE

O

10. GSIS ID NO.

02131-474802-8

11. PAG-IBIG ID NO.

121209636154

12. PHILHEALTH NO.

13-025442107-4

13. SSS NO.

N/A

14. TIN NO.

333-298-546

15. AGENCY EMPLOYEE NO.

V01236

16. CITIZENSHIP

☒ Filipino ☐ Dual Citizenship  
☐ by birth ☐ by naturalization  
Pls. indicate country:

If holder of dual citizenship,  
please indicate the details.

17. RESIDENTIAL ADDRESS

House/Block/Lot No. Street

PANGASUGAN

Subdivision/Village Barangay

BAYBAY LEYTE

City/Municipality Province

ZIP CODE

6521

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09983372625

21. E-MAIL ADDRESS (if any)

danrickie2692@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

NAME EXTENSION (JR., SR)

MIDDLE NAME

N/A

OCCUPATION

N/A

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

N/A

24. FATHER'S SURNAME

FERNANDEZ

FIRST NAME

NARCISO

NAME EXTENSION (JR., SR)

MIDDLE NAME

GUCELA

25. MOTHER'S MAIDEN NAME

N/A

SURNAME

MODINA

FIRST NAME

TERESITA

MIDDLE NAME

POSAS

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

PANGASUGAN ELEMENTARY SCHOOL

N/A

1998

2004

N/A

2004

1ST HON MENTION

SECONDARY

BUNGA NATIONAL HIGH SCHOOL

N/A

2005

2008

N/A

2008

N/A

VOCATIONAL /  
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN AGRIBUSINESS

2008

2017

N/A

N/A

N/A

GRADUATE STUDIES

COLLEGE OF MAASIN

MASTER IN PUBLIC ADMINISTRATION

2023

PRESENT

N/A

N/A

N/A

SIGNATURE

DATE

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	BoFi	DATE	12/23/2024
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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		
	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)

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


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			
	Public Financial Management Workshop 2024	09/18/2024	09/20/2024	24.0	Technical	Visayas State University
	Developing Effective Workteams	07/09/2024	12/7/2024	32.0	Technical	Puerto Princesa City, Palawan
	Appraisal & Disposal of Government Properties	11/13/2023	11/15/2024	24.0	Technical	COA Region 8
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University	8/22/2023	8/24/2023	24.0	Technical	Visayas State University
	Laws and Rules on Government Expenditures	10/25/2022	10/28/2022	32.0	Technical	COA Region 8
	9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16.0	Technical	Visayas State University
	Webinar: RA11313 Safe Space Act	12/10/2020	10/12/2020	3.0	Technical	Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4.0	Technical	Visayas State University
	Webinar " Seminar on Financial Management"	12/2/2020	3/12/2020	16.0	Technical	VICARP-DOST-PCAARRD Los Baños Laguna
	Orientation Workshop Among JO, Clerk & Lab. Tech.	1/15/2019	1/15/2019	8.0	Technical	Visayas State University
	GST cum Orientation on Skills Competency and Efficiency	5/4/2018	5/4/2018	8.0	Technical	Visayas State University

(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)
	TECHNICAL SKILLS ( MICROSOFT)		N/A		N/A
	INTERPERSONAL SKILLS		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/23/24
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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:

resignation

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.
ERLINDA S. ESGUERRA	ZONE 23, BAYBAY, LEYTE	9176341538
NILDA T. AMESTOSO	VISCA, BAYBAY, LEYTE	9258222964
DEXTER S. MAGAN	PANGASUGAN, BAYBAY, LEYTE	9053804045

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: TIN ID


ID/License/Passport No.: 333-298-546

Date/Place of Issuance: 09-15-17


Signature (Sign inside the box)

12/23/24

Date Accomplished



RICKY DANN M. FERNANDEZ



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 02 2025, affiant exhibiting his/her validly issued government ID as indicated above.

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: September 24, 2018 – present
- Position: Administrative Aide I
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Posting of Cash Advance and Liquidation of Travel and Petty Cash.
  - Posting of Partial Payments, Warranty of Supplies and Materials and Construction of Building and Establishments.
  - Pre Audit of Supplies and Materials, Travel and Payrolls

- Duration: July 4, 2017 – December 31, 2017
- Position: Administrative Aide I
- Name of Office/Unit: VSU-COA
- Immediate Supervisor: June Lilia R. Kirong
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in receiving documents from Visayas State University and other external campuses, sorting of all the documents received accordingly by funds, month and year, encode all the documents received and do other task assigned by the auditors.

  
RICKY DAN M. FERNANDEZ  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 12/23/24