

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. SURNAMECORRALES

FIRST NAMEJESSIE

MIDDLE NAMEBURLASA

3. DATE OF BIRTH (mm/dd/yyyy)8/12/1996

4. PLACE OF BIRTHALBUERA, LEYTE

5. SEXMaleFemale

6. CIVIL STATUSSingleMarriedWidowedSeparatedOther/s:

7. HEIGHT (m)1.71

8. WEIGHT (kg)58.5

9. BLOOD TYPEO+

10. GSIS ID NO.N/A

11. PAG-IBIG ID NO.121168828087

12. PHILHEALTH NO.12-051493288-9

13. SSS NO.06-3813615-5

14. TIN NO.327596412

15. AGENCY EMPLOYEE NO.N/A

16. CITIZENSHIPFilipinoDual Citizenshipby birthby naturalizationPls. indicate country:

17. RESIDENTIAL ADDRESS673 CALINGAT-NANHouse/Block/Lot No. StreetN/A SAN PEDROSubdivision/Village BarangayALBUERA LEYTECity/Municipality Province6542

18. PERMANENT ADDRESS673 CALINGAT-NANHouse/Block/Lot No. StreetN/A SAN PEDROSubdivision/Village BarangayALBUERA LEYTECity/Municipality Province6542

19. TELEPHONE NO.NONE

20. MOBILE NO.0930-110-3212

21. E-MAIL ADDRESS (if any)jessie.corrales@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAMESEDIGO

FIRST NAMENIKKI MARIE

MIDDLE NAMEMANALOP

OCCUPATIONSELF-EMPLOYED

EMPLOYER/BUSINESS NAMEN/A

BUSINESS ADDRESSN/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 SURNAMECORRALES

FIRST NAMENELSON

MIDDLE NAMEROBLES

25. MOTHER'S MAIDEN NAMEDIONESIA CAINDOC BURLASA

SURNAMEBURLASA

FIRST NAMEDIONESIA

MIDDLE NAMECAINDOC

(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 ATTENDANCEFromTo

HIGHEST LEVEL/ UNITS EARNED (if not graduated)

YEAR GRADUATED

SCHOLARSHIP/ ACADEMIC HONORS RECEIVED

ELEMENTARYALBUERA NORTH CENTRAL SCHOOLBACHELOR OF SCINECE in CIVIL ENGINEERING200420092009VALEDICTORIAN

SECONDARYDR. GERONIMO B ZALDIVAR MEMORIAL SCHOOL OF FISHERIES200920132013VALEDICTORIAN

VOCATIONAL / TRADE COURSEN/AN/A2018NONE

COLLEGEVISAYAS STATE UNIVERSITYN/AN/A2018NONE

GRADUATE STUDIESN/AN/A2018NONE

(Continue on separate sheet if necessary)

SIGNATURE

DATE

Dec. 11, 2020

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[illegible]

(Continue on separate sheet if necessary)

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

Include private employment. Start from your recent work. Description of duties should be indicated in the attached Work Experience sheet.				
55	INCLUSIVE DATES			SALARY/ JOB/ PAY

[illegible]

(Continue on separate sheet if necessary)

10/3/18

DATE

Dec. 11, 2020

[illegible]

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

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
LEADERSHIP		PHILIPPINE INSTITUTE OF CIVIL ENGINEERS- VISAYAS STATE UNIVERSITY STUDENT CHAPTER
CONSTRUCTION		

SIGNATURE		DATE	Dec. 11, 2020
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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:
I resigned from my previous employer _____

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.
PROF. EPIFANIA G. LORETO	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	0922-293-1815
ENGR. RAMIL B. VINCULADO	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	0997-488-0609
ENGR. JUDE VINCENT R. SIMBRE	BACOLOD CITY, NEG. OCC.	0977-855-0504

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.

PHOTO

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: PRC

ID/License/Passport No.: 0165387

Date/Place of Issuance: 12/03/2019/ ORMOC CITY, LEYTE

Signature (Sign inside the box)

DEC. 11, 2020

Date Accomplished

SUBSCRIBED AND SWORN to before me this 23 FEB 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU City 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.

- Duration: Dec. 19,2018- Jul. 31,2019
- Position: Production Engineer
- Name of Office/Unit: High Firstbuild Construction, Inc.
- Immediate Supervisor: Engr. Ken V. Macasinag
- Name of Agency/Organization and Location: Vista Land and Lifescapes, Inc./Camella Bacolod South, Bacolod City, Negros Occidental 6100

- List of Accomplishments and Contributions (if any)

-Monthly cut-off on every 25th in order to complete an average of 4-6 units monthly.

- Summary of Actual Duties

- Supervise the inhouse manpower in order to hit the target (e.g. monthly cut-off, start pending units as turned-over by the admin, day-to-day daily targets and activity schedules)
- Regular checking of the site of the structure and details are as per plan.
- Manage materials that is needed on site every week to be requested to the Purchasing department.
- Contribute in the brainstorming of the team in order to formulate more efficient ways to improve house construction.
- Entertain homeowners' concerns related to house construction and explain target matters in order to avoid escalation of negative feedbacks to the higher office.


JESSIE B. ORRALES

(Signature over Printed Name
of Employee/Applicant)

Date: 