

CS Form No. 212  
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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

BARO

FIRST NAME

GERALDINE

MIDDLE NAME

TUMULAK

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

2/5/1976

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

Paraguay

4. PLACE OF BIRTH

SAN CARLOS, NEGROS OCC.

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

Other/s:

17. RESIDENTIAL ADDRESS

Rm 3001

House/Block/Lot No.

Street

International House (IH)

Visca, Pangasugan

Subdivision/Village

Barangay

Baybay

Leyte

City/Municipality

Province

ZIP CODE

6521-A

7. HEIGHT (m)

1.50M

18. PERMANENT ADDRESS

Lot 927-A-3

Pagutlan

House/Block/Lot No.

Street

Rockwell Subdivision

Tayud

Subdivision/Village

Barangay

Consolacion

Cebu

City/Municipality

Province

ZIP CODE

6001

8. WEIGHT (kg)

46 KG

19. TELEPHONE NO.

NONE

9. BLOOD TYPE

"B+"

20. MOBILE NO.

+639324159573

10. GSIS ID NO.

2004517442

21. E-MAIL ADDRESS (if any)

geraldine.baro@vsu.edu.ph

11. PAG-IBIG ID NO.

914239914101

12. PHILHEALTH NO.

12-050048138-8

13. SSS NO.

6-1650626-0

14. TIN NO.

231-980-197-000

15. AGENCY EMPLOYEE NO.

V000837

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

BARO

FIRST NAME

JUANILO

MIDDLE NAME

TIRAMBULO

OCCUPATION

(Self-employed) Computer Aided Design (CAD) DRAFTSMAN

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

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

GERNIL EZRA T. BARO

DATE OF BIRTH (mm/dd/yyyy)

1/26/2006

24. FATHER'S SURNAME

TUMULAK (Deceased)

FIRST NAME

CIRILO

MIDDLE NAME

GODINEZ

25. MOTHER'S MAIDEN NAME

SURNAME

TOMARONG

FIRST NAME

DIANANDY

MIDDLE NAME

BERNADEZ

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

ELEMENTARY

SUM-AG ELEMENTARY SCHOOL, SUM-AG, BACOLOD CITY

ELEMENTARY EDUCATION

From

To

GRADUATED

1990

4TH HONORS

SECONDARY

SAN REMIGIO NATIONAL HIGH SCHOOL, SAN REMIGIO, CEBU

SECONDARY EDUCATION

From

To

ACCELERATED

1992

1ST HONORS

COLLEGE

BAPTIST THEOLOGICAL COLLEGE, BANILAD, MANDAUE CITY

AB RELIGIOUS EDUCATION

From

To

GRADUATED

1997

MAGNA CUM LAUDE

COLLEGE

CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY, CEBU CITY

BACHELOR OF ELEMENTARY EDUCATION

From

To

18 UNITS

1998 (licensed)

PRC license received

COLLEGE

UNIVERSITY OF SAN CARLOS, CEBU CITY

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

From

To

24 UNITS

2008 (licensed)

PRC license received

GRADUATE STUDIES

CEBU GRADUATE SCHOOL OF THEOLOGY

MA THEOLGY in CHRISTIAN LEADERSHIP

From

To

GRADUATED

2003

MAGNA CUM LAUDE

GRADUATE STUDIES

UNIVERSITY OF SAN CARLOS, CEBU CITY

MASTER OF SCIENCE IN LIBRARY AND INFORMATION SCIENCE

From

To

GRADUATED

2018

CHED Scholarship Awardee

SIGNATURE

DATE

0220/2019

CS FORM 212 (Revised 2017), Page 1 of 4



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
	LICENSURE EXAMINATION FOR TEACHERS	82.0	1998	MABOLO, CEBU CITY	746083	2/5/2020
	LIBRARIANS LICENSURE EXAMINATION		NOV. 2008	SOUTHWESTERN UNIVERSITY, CEBU CITY	5637	2/5/2020

## V. WORK EXPERIENCE

[illegible]

**SIGNATURE**

DATE \_\_\_\_\_

March 12, 2019



# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Philippine Librarians' Association (PLAI) Eastern Visayas Regional Council (EVRLC)	8/29/2018	PRESENT	1 hr./mo. as needed	Leyte Province Representative/Coordinator
	IKTHUS Campus Care (Visayas State University-Main) Student Organization	9/27/2015	PRESENT	2 hrs./wk	Student Organization Adviser
	NATIONAL CHAPLAINCY PHILIPPINES, INC. (NACPHIL, INC.)	7/17/2015	PRESENT	4 hrs./mo	Chaplain 4Ps Family Development Session (FDS)
	MANDAUE HOPE CENTER FOR PRECIOUS CHILDREN	5/1/2004	3/30/2014	2 hrs./wk.	Departmental Teacher (SPED)
	OPERATION MOBILISATION PHILIPPINES	5/15/2002	5/30/2002	120 hrs..	Volunteer Crew on Board the MV DOULOS/LOGOS SHIP

(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)

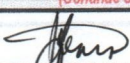
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	PLAI National Congress 2018 and General Assembly "Connected Actions, Collective Vision: Libraries Transforming Society"	11/20/2018	11/23/2018	32 hrs.	Managerial /Technical	Philippine Librarians Association, Inc. (PLAI)
	RFID Library Systems Start-up Training	5/3/2018	5/3/2018	4 hrs.	Managerial /Technical	Electronic Information Solutions, Inc.
	On -The- Job Training of LNU BLIS Students (Resource Person)	1/22/2018	1/26/2018	20 hrs.	Managerial/ Supervisory	Leyte Normal University in partnership w/ VSU Library
	Training and Workshop for Teachers of Bible Based English Language Literacy Program	8/8/2018	8/8/2018	8 hrs.	Supervisory /Teaching	Bible League Philippines, Inc.
	Gender Sensitivity Training for the Administrative and Support Staff	9/11/2018	9/11/2018	8 hrs.	Supervisory	Visayas State University Gender and Development (GAD) Program
	Capability Building of Librarians for State-of-the-Art Environment	8/29/2018	8/31/2018	24 hrs.	Managerial/ Supervisory	Philippine Librarians' Association (PLAI) Eastern Visayas Regional Council
	PLAI National Congress 2016 and General Assembly "Library as a Place: Continual Learning in the New Information Landscape"	11/22/2016	11/25/2016	32 hrs.	Managerial	Philippine Librarians' Association (PLAI) Eastern Visayas Regional Council
	Destiny Library Manager Start-Up Training	1/11/2016	1/15/2016	40 hrs.	Managerial /Technical	Electronic Information Solutions, Inc.
	PLAI-CeVRLC Mid-Year Conference "Moving Towards ASEAN Integration: Library Professionals Challenges and Preparations"	9/25/2016	9/25/2016	8 hrs.	Managerial	PLAI Central Visayas Region Librarians Council
	Chaplaincy Training Course	7/17/2015	7/18/2015	16 hrs.	Managerial	National Auxiliary Chaplaincy Philippines, Inc. (NACPHIL) Region VIII Values Formation Office
	EVRLC General Assembly and Election/Oath-taking Ceremony	9/12/2014	9/12/2014	8 hrs.	Supervisory/ Technical	Philippine Librarians' Association (PLAI) Eastern Visayas Regional Council
	ALBASA @40: Building Resources and Creating Partnerships	5/28/2013	5/30/2013	24 hrs.	Supervisory/ Technical	The Academic Libraries Book Acquisition Systems Association, Inc. (ALBASA, Inc.)
	RDA: Its application and Implications to Library Education, Technical Operations	9/25/2012	9/26/2012	16 hrs.	Supervisory/ Technical	Philippine Librarians Association, Inc. (PLAI)
	Assessing Service Quality: User Feedback as a Strategic Tool	5/15/2012	5/17/2012	24 hrs.	Supervisory/ Technical	The Academic Libraries Book Acquisition Systems Association, Inc. (ALBASA, Inc.)
	PLAI Mid-Year Congress "Collection Security Management vis a vis Librarians' Responsibility"	9/16/2011	9/17/2012	16 hrs.	Managerial	PLAI Central Visayas Region Librarians Council
	Philippine Educational Reforms: Challenges to Libraries	5/17/2011	5/19/2011	24 hrs.	Managerial	The Academic Libraries Book Acquisition Systems Association, Inc. (ALBASA, Inc.)
	Teacher's Conference	10/28/2011	10/29/2011	16 hrs.	Managerial	Association of Christian Schools International (ACSI)
	Culture and Communication: The Art of Librarianship	5/19/2009	5/21/2009	24 hrs.	Supervisory/ Technical	The Academic Libraries Book Acquisition Systems Association, Inc. (ALBASA, Inc.)
	Intellectual Property Rights: A Taste for Librarians and Information Professionals	5/20/2008	5/22/2008	24 hrs.	Supervisory/ Technical	The Academic Libraries Book Acquisition Systems Association, Inc. (ALBASA, Inc.)
	Librarians and Information Professionals: Coping with Challenges	2/22/2008	2/23/2008	16 hrs.	Supervisory/ Technical	Philippine Librarians' Association (PLAI) Regional Council Reg. VII

(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)
	Abstracting and indexing				Roster of Professional Librarians
	Communication skills and IT skills				PLAI Eastern Visayas Region Librarians Council
	Playing musical instruments				United Evangelical Poimen Association, Inc.
	Teaching Special Children				Mandaue Hope Center for Precious Children
	Sign Language (Basic)				Converge Philippines

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/12/2019
-----------	---	------	------------



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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Due to change of employer/ relocation _____
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

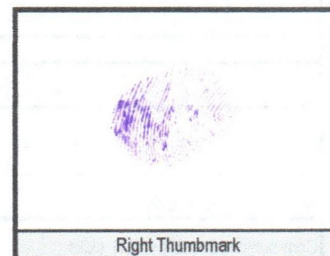
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ANDRELI D. PARDALES	Guadalupe, Baybay City, Leyte	9176745008
JUCRES SAYONG	RTC LAW LIBRARY, TACLOBAN CITY	9178356692

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: PRC
ID/License/Passport No.: 5637
Date/Place of Issuance: 02/05/2017 / CEBU CITY

Signature (Sign inside the box)
03/12/2019
Date Accomplished



SUBSCRIBED AND SWORN to before me this MAR 14 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSSAN E. GUINOCOR  
VSU LEGAL OFFICER  
Person Administering Oath



## 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: April 1, 2014 – present
  - Position: College Librarian I
  - Name of Office/Unit: University Library
  - Immediate Supervisor: Andreli D. Pardales
  - Name of Agency/Organization and Location: VSU, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed a proposed information literacy skills for grades 7 & 8 of the Visayas State University
    - Indexed and encoded journal articles into the library system (Destiny Library Manager—DLM)
  - Summary of Actual Duties
    - Responsible for supervising the of the Serials and Reference Units of the library
    - Served as the Gift and Exchange in-charge for local, national and international linkages
- 
- Duration: June 7, 2002 – March 31, 2014
  - Position: Teacher and Head Librarian
  - Name of Office/Unit: Private School/Library
  - Immediate Supervisor: Dr. Ma. Rosario B. Alfafara
  - Name of Agency/Organization and Location: Mandaue Christian School, Inc.
  - List of Accomplishments and Contributions (if any)
    - Taught in different levels and prepared accreditation documents (PAASCU)
  - Summary of Actual Duties
    - Responsible managing the libraries of the school (Prep-High School) and taught students of different levels for 12 years.

  
GERALDINE T. BARO

(Signature over Printed Name  
of Employee/Applicant)

Date: 3/12/2019