

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

ENCIERTO

FIRST NAME

APOLONIO

NAME EXTENSION (JR., SR)

MIDDLE NAME

MARANTE

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

7/14/1955

4. PLACE OF BIRTH

MAMBALING, CEBU CITY

5. SEX

☒ Male

☐ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.60

8. WEIGHT (kg)

57

9. BLOOD TYPE

"AB"

10. GSIS ID NO.

066-0017-6163-0

11. PAG-IBIG ID NO.

1700-0024-8597

12. PHILHEALTH NO.

03-000015037-2

13. SSS NO.

N/A

14. TIN NO.

104-767-761

15. AGENCY EMPLOYEE NO.

V000192

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

Subdivision/Village

Barangay

City/Municipality

Province

6521

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

6521

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09978353631

21. E-MAIL ADDRESS (if any)

polen@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

LATORENO

FIRST NAME

LORENA

NAME EXTENSION (JR., SR)

MIDDLE NAME

OTEDA

OCCUPATION

PLAIN HOUSEWIFE

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

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

DATE OF BIRTH (mm/dd/yyyy)

APPHLE JESSIE MAE L. ENCIERTO

7/7/2005

PAUL IVAN L. ENCIERTO

8/8/2014

24. FATHER'S SURNAME

ENCIERTO

FIRST NAME

JESUS

NAME EXTENSION (JR., SR)

MIDDLE NAME

TAYCO

25. MOTHER'S MAIDEN NAME

SURNAME

MARANTE

FIRST NAME

SERAFIA

MIDDLE NAME

ARQUILLANO

(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

ELEMENTARY

PUNTA PRINCESA ELEMENTARY SCHOOL

Jun-62

Mar-68

1968

SECONDARY

CEBU SCHOOL OF ARTS AND TRADE

Jun-68

Mar-72

1972

VOCATIONAL / TRADE COURSE

N/A

COLLEGE

CEBU INSTITUTE OF TECHNOLOGY

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING

Jun-72

Oct-78

1978

GRADUATE STUDIES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

JULY 11, 2019

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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
BOARD EXAMINATION FOR ELECTRICAL ENGINEERING	70.75	Apr-79	MANILA CITY	REE 0019804	2014

(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.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2017	PRESENT	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	39,685.00		PERMANENT	Y
01/01/2016	12/31/2016	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	36,857.00		PERMANENT	Y
1/12/2014	12/31/2015	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	34,231.00		PERMANENT	Y
1/6/2012	11/30/2014	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	33,859.00		PERMANENT	Y
1/12/2011	5/31/2012	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	30,474.00		PERMANENT	Y
1/6/2011	11/30/2011	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	26,832.00		PERMANENT	Y
1/7/2010	5/31/2011	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	24,647.00		PERMANENT	Y
6/24/2010	6/30/2010	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	24,243.00		PERMANENT	Y
1/7/2009	6/23/2010/	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	22,013.00		PERMANENT	Y
1/7/2008	6/30/2009	ENGINEER II	GENERAL SERVICES OFFICE / VISAYAS STATE UNIVERSITY	19,784.00		PERMANENT	Y
1/7/2007		ENGINEER II	GENEAL SEVICE OFFICE / LEYTE STATE UNIVERSITY	16,350.00		PERMANENT	Y
1/7/2007	6/30/2008	ENGINEER II	GENERAL SERVICES OFFICE / VISAYAS STATE UNIVERSITY	17,985.00		PERMANENT	Y
1/7/2004	6/30/2007	ENGINEER II	PHYSICAL PLANT OFFICE / LEYTE STATE UNIVERSITY	15,951.00		PERMANENT	Y
1/7/2001		ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	14,820.00		PERMANENT	Y
1/7/2001	6/30/2004	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	15,561.00		PERMANENT	Y
1/1/2000	6/30/2001	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	14,460.00		PERMANENT	Y
1/7/1998	12/31/1999	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	13,145.00		PERMANENT	Y
1/11/1997	6/30/1998	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	12,824.00		PERMANENT	Y
1/1/1997	10/31/1997	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	10,562.00		PERMANENT	Y
1/1/1996	12/ 31/1996	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	8,299.00		PERMANENT	Y
1/12/1995	12/31/1995	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	6,583.00		PERMANENT	Y
1/1/1995	11/30/1995	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	6,534.00		PERMANENT	Y
1/1/1994	12/31/1994	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	5,534.00		PERMANENT	Y
1/12/1992	1231/1993	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	4834.00		PERMANENT	Y
1/12/1989	11/30/1992	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	4,786.00		PERMANENT	Y
1/7/1989	11/30/1989	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	4,786.00		TEMPORARY	Y
1/1/1988	6/30/1989	ELECTRICAL ENGINEER	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	2,279.00		TEMPORARY	Y
1/3/1987	12/31/1987	ELECTRICAL ENGINEER	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	2,072.00		TEMPORARY	Y

(Continue on separate sheet if necessary)

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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]


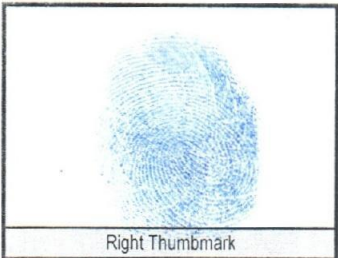
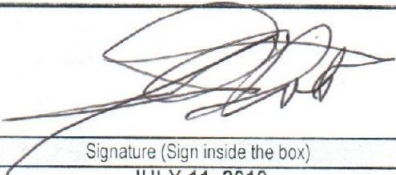

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

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<div>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)?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: <div></div></div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: <div>WORKING WITHOUT PERMIT.</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: <div>Date Filed: <div></div> Status of Case/s: <div></div></div></div></div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: <div></div></div></div>												
<div>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?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: <div></div></div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: <div></div></div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: <div></div></div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): <div></div></div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: <div></div></div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: <div></div></div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: <div></div></div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Engr. Mario Lilio P. Valenzona</td><td>VSU, Baybay City, Leyte</td><td></td></tr><tr><td>Engr. Nestor M. Israel</td><td>Hibunawan, Baybay City, Leyte</td><td></td></tr><tr><td>Dr. Othelo Capuno</td><td>VSU, Baybay City, Leyte</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Engr. Mario Lilio P. Valenzona	VSU, Baybay City, Leyte		Engr. Nestor M. Israel	Hibunawan, Baybay City, Leyte		Dr. Othelo Capuno	VSU, Baybay City, Leyte	
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Dr. Othelo Capuno	VSU, Baybay City, Leyte													
<div>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.</div>		<div><div><div>PHOTO</div></div><div><div><div>Right Thumbmark</div></div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: ELECTRICAL ENGINEER</div><div>ID/License/Passport No.: 0019804</div><div>Date/Place of Issuance: BAYBAY, LEYTE</div></div>	<div><div><div>Signature (Sign inside the box)</div><div>JULY 11, 2019</div><div>Date Accomplished</div></div></div>													
<div>SUBSCRIBED AND SWORN to before me this 04 SEP 2019, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div><div>ATTY. RYSAN C. GUINOCOR</div><div>Notary Public</div></div></div>														