

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 () ☐ 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

BAGUIO

FIRST NAME

TIFANNY

MIDDLE NAME

PACALDO

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

06/29/1993

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

LAPU-LAPU CITY, CEBU

If holder of dual citizenship,
please indicate the details.

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.51

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

DOOS DEL NORTE

Subdivision/Village

Barangay

HINDANG

LEYTE

City/Municipality

Province

6523

8. WEIGHT (kg)

54

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

DOOS DEL NORTE

Subdivision/Village

Barangay

HINDANG

LEYTE

City/Municipality

Province

ZIP CODE

9. BLOOD TYPE

B+

19. TELEPHONE NO.

N/A

10. GSIS ID NO.

N/A

20. MOBILE NO.

06932656467

11. PAG-IBIG ID NO.

121122784032

21. E-MAIL ADDRESS (if any)

tifanny.baguio@vsu.edu.ph

12. PHILHEALTH NO.

03-025633231-7

13. SSS NO.

0111-4846658-9

14. TIN NO.

463-075-646

15. AGENCY EMPLOYEE NO.

N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

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)

24. FATHER'S SURNAME

BAGUIO

FIRST NAME

DINO

MIDDLE NAME

TUMULAK

25. MOTHER'S MAIDEN NAME

SURNAME

PACALDO

FIRST NAME

REBECCA

MIDDLE NAME

ANTONIANO

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

DOOS ELEMENTARY SCHOOL

PRIMARY EDUCATION

06/01/1999

03/30/2005

2005

NA

SECONDARY

BONTOC NATIONAL HIGH SCHOOL

HIGH SCHOOL

06/01/2005

03/30/2009

2009

NA

VOCATIONAL /
TRADE COURSE

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN AGRIBUSINESS

06/01/2009

05/14/2014

2014

NA

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

MASTERS OF MANAGEMENT MAJOR IN
BUSINESS MANAGEMENT

08/01/2019

PRESENT

N/A

NA

SIGNATURE

DATE

2/1/23

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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
	Career Service Sub-Professional		08/12/2018	SAINT JOSEPH COLLEGE, MAASIN, SOUTHERN LEYTE		
	Career Service Professional	80.17	08/07/2022	SAINT JOSEPH COLLEGE, MAASIN, SOUTHERN LEYTE		

(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	<i>[Signature]</i>	DATE	2/1/23
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SIGNATURE	<i>[Signature]</i>	DATE	2/1/23
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SIGNATURE	<i>[Signature]</i>	DATE	2/1/23
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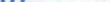
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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	(Write in full)	33.	(Write in full)
	READING BOOKS		N/A		N/A
	COMPUTER LITERATE (MICROSOFT AND OTHER PROGRAMS IN THE COMPUTER)				
	EDITING VIDEOS				
	DESIGN AND LAY-OUT OF CERTIFICATES				

SIGNATURE		DATE	2/1/23
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Amir

2/1/23

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 8, 2015- April 30, 2016
- Position: Treasury Assistant
- Name of Office/Unit: SM Hypermarket
- Immediate Supervisor: Eralyn Pius
- Name of Agency/Organization and Location: SM Hypermarket, Lapu-lapu City, Cebu

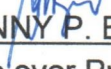
- List of Accomplishments and Contributions (if any)
 - Report to the accounting manager or treasurer and are responsible for reporting all cash transactions

- Summary of Actual Duties
 - Help maintain companies' financial soundness by tracking their income and expenditures functions.
 - Responsible on the remittances of cash sales from cashiers, reimbursements, and petty cash

- Duration: October 14, 2016-August 2, 2021
- Position: Science Research Assistant
- Name of Office/Unit: ViCARP
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Develop and maintain the VICARP Information System (RMIS & HRIS)
 - Enhance and update VICARP website
 - Assist during Cluster RDE Reviews, RDE Symposium, training and other VICARP sponsored activities
 - Repair and maintain VICARP computers and network
 - Perform other duties which may be assigned by the supervisor.


TIFANNY P. BAGUIO
 (Signature over Printed Name
 of Employee/Applicant)

Date: 02/01/2023