

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	CORTEZ		
FIRST NAME	ARNIEL	NAME EXTENSION (JR., SR) SR	
MIDDLE NAME	SALDAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/14/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	LIGAS, MALOLOS, BULACAN	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.71M	ZIP CODE	House/Block/Lot No. Street Brgy. Hilapnitan
8. WEIGHT (kg)	98 KGS.		Subdivision/Village Barangay
9. BLOOD TYPE	Type O		City/Municipality Province
10. GSIS ID NO.	NONE		6521
11. PAG-IBIG ID NO.	121050719213	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	19-050933456-1	ZIP CODE	House/Block/Lot No. Street Brgy. Hilapnitan
13. SSS NO.	33-6494758-6		Subdivision/Village Barangay
14. TIN NO.	483-068-378		City/Municipality Province
15. AGENCY EMPLOYEE NO.	NONE		6521
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09058946438
		21. E-MAIL ADDRESS (if any)	N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOT APPLICABLE	NAME EXTENSION (JR., SR)	RHENIE CORTEZ	4/19/2005
MIDDLE NAME				
OCCUPATION	NOT APPLICABLE			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS	NOT APPLICABLE			
TELEPHONE NO.				
24. FATHER'S SURNAME	CORTEZ			
FIRST NAME	NELSON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIM			
25. MOTHER'S MAIDEN NAME				
SURNAME	SALDAÑA			
FIRST NAME	AGRIPINA			
MIDDLE NAME	CAMUA			

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	HILAPNITAN ELEM. SCHOOL	GRADE VI	1987	1993		1993	NONE
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	Fourth Year	1993	1997		1987	NONE
VOCATIONAL / TRADE COURSE	VISAYAS STATE COLLEGE OF AGRICULTURE	HOME ECONOMICS TECHNICIAN	1ST SEM ONLY	1997			
COLLEGE	NOT APPLICABLE						
GRADUATE STUDIES	NOT APPLICABLE						

SIGNATURE

DATE


01/11/2024

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[illegible]

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

[illegible]

SIGNATURE		DATE	01/11/2024
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)
Skilled Backhoe Operator	NOT APPLICABLE	NOT APPLICABLE
Skilled Welding		
Plumbing		
Carpentry		


(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/11/2024
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41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		
NAME	ADDRESS	TEL. NO.
ENGR. NILO LEORNA	VSU, Baybay City, Leyte	9996915424
ENGR. MARLON G. BURLAS	VSU, Baybay City, Leyte	9176341527
MR. AMIEL ARMADA	VSU, Baybay City, Leyte	9154094809

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, Guro, SSS, PRG, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID:	TIN
ID/License/Passport No.:	483-068-378
Date/Place of Issuance:	4/8/2016



Signature (Sign inside the box)


01/11/2024

Date Accomplished



Right Thumbmark

PHOTO



Arnel Saldana Cortes

SUBSCRIBED AND SWORN to before me this JAN 12 2024, affiant exhibiting his/her validly issued government ID as indicated above.

DOC NO. 466  
PAGE NO. 1st  
BOOK NO. 24  
SERIES OF. 24

ATTY. EDEN B. CHAVEZ-BUTAHAN  
NOTARY PUBLIC FOR THE PROVINCE OF LEYTE, CITY OF BAYBAY  
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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)

- Developed recruitment plan
- Designed training program for retirees under EO 366

- Summary of Actual Duties

- Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 1, 2004 – - Present
- Position: Heavy Equipment Operator II
- Name of Office/Unit: Motor Pool Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

.Operate heavy equipment units such as Payloader, Backhoe and Tractor  
 .Conduct maintenance on respective heavy equipment unit.  
 .Assist mechanic for the repair and maintenance of all university logistics unit.  
 .Conduct good house keeping in the motor pool area.

  
**ARNEL S. CORTEZ**

(Signature over Printed Name  
 of Employee/Applicant)

Date: January 11, 2024