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. 1. CS ID No. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. CORTEZ 2. SURNAME NAME EXTENSION (JR., SR) SR FIRST NAME ARNIEL MIDDLE NAME SALDAÑA 3. DATE OF BIRTH 4/14/1980 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) 4. PLACE OF BIRTH LIGAS, MALOLOS, BULACAN If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX ✓ Male Female ✓ Single Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No ☐ Widowed Separated Brgy. Hilapnitan Other/s: Subdivision/Village Barangay Leyte **Baybay City** 7. HEIGHT (m) 1.71M City/Municipality Province 98 KGS. ZIP CODE 8. WEIGHT (kg) 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE Type O House/Block/Lot No Brgy. Hilapnitan 10. GSIS ID NO NONE Subdivision/Village Barangay **Baybay City** Leyte 11. PAG-IBIG ID NO 121050719213 Province 12. PHILHEALTH NO 19-050933456-1 ZIP CODE 6521 13. SSS NO. 33-6494758-6 19. TELEPHONE NO. NONE 14 TIN NO 483-068-378 20. MOBILE NO. 09058946438 15. AGENCY EMPLOYEE NO. NONE 21. E-MAIL ADDRESS (if any) N/A AMILY BACKGROUND 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME NOT APPLICABLE **RHENIE CORTEZ** 4/19/2005 MIDDLE NAME NOT APPLICABLE OCCUPATION **EMPLOYER/BUSINESS NAME BUSINESS ADDRESS** NOT APPLICABLE TELEPHONE NO 24. FATHER'S SURNAME CORTEZ NAME EXTENSION (JR., SR) FIRST NAME **NELSON** LIM MIDDLE NAME 25. MOTHER'S MAIDEN NAME SALDAÑA SURNAME AGRIPINA FIRST NAME CAMUA MIDDLE NAME (Continue on separate sheet if necessary) HIGHEST LEVEL SCHOLARSHIP/ PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL UNITS EARNED ACADEMIC HONORS (Write in full) (Write in full) GRADUATED (if not graduated) RECEIVED From То ELEMENTARY HILAPNITAN ELEM. SCHOOL **GRADE VI** 1987 1993 1993 NONE CARIDAD NATIONAL HIGH SCHOOL SECONDARY Fourth Year 1993 1997 1987 NONE **VISAYAS STATE COLLEGE OF** VOCATIONAL / 1ST SEM HOME ECONOMICS TECHNICIAN 1997 TRADE COURSE **AGRICULTURE** ONLY COLLEGE **NOT APPLICABLE GRADUATE STUDIES NOT APPLICABLE** SIGNATURE DATE

IV. CIVIL :	SERVICE ELIGI	BILITY							•	
27. CAR	ER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE		RATING	DATE OF EXAMINATION / CONFERMENT	DI ACE OF EVANAIN	IATION / CONFEDERATION		LICENSE (if applicable)		
В		RANGAY ELIGIBILITY / DRIVER'S LICENSE			PLACE OF EXAMINATION / CONFER		MEN I	NUMBER	Date of Validity	
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		500.						-		
				(Continue on separate shee	of if necessary)					
V. WORK	EXPERIENCE									
(Include pri	vate employment.	Start from your recent	work) Descrip	otion of duties should	be indicated in the attac	ched Work Exp	erience shee			
	INCLUSIVE DATES (mm/dd/yyyy) POSITION TITL (Write in full/Do not abb			DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)	
	То			WESTPOINT CONSTRUCTION SERVICES 8			INCREMENT			
1/1/2004	12/91.2012	BACKHOE OPER	ATOR	SUPPLY, HILONGOS, LEYTE		6720.00	NA	JO	N	
6/23/2014	2/28/2022	WELDER		MOTORPOOL, VSU		55300/day	na	JO	у	
3/1/2022	12/31/2023	HEO II		VISAYAS STATE UNIVERSITY		17553.00	6	TEMPORARY REGULAR	YES	
1/2/2024	PRESENT	HEO II		VISAYAS STATE UNIVERSITY		17553.00	6	TEMPORARY REGULAR	YES	
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EARNING AND DEVELOPMENT (L&D) om the most recent L&D/training program and include				re-	rial accitional	
om the most recent L&D/Baining program and include	e only the relevant L&D/training taken for	INCLUSIVE		Executive mailage		
	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTENDANCE (mm/dd/yyyy)  From To		Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
(Write in full)						
SMAW NC II		10/16/2012	3/21/2014		TECHNICAL	VSU
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	(	Continue on separate	sheet if necessa	ry)		
OTHER INFORMATION						
. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DIST		OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZ (Write in full)
	(Filed in only				NOT APPLICABLE	
Skilled Backhoe Operator	NOT APPLICABLE					NOT APPLICABLE
Skilled Welding	1 8 0					
Plumbing					6.78	
Carpentry						
						4, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,
		, and the Committee of				
		(Continue on separa	te sheet if neces	sary)		
SIGNATURE		1-cumue on acpute	10000		DATE	01/11/2024

9.7

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediately bureau or Department where you will be approinted, a. within the third degree?	☐ YES ☑ NO			
	b. within the fourth degree (for Local Government Unit - Ca	areer Employees)?	☐ YES ☐ N If YES, give details:	10	
35.	a. Have you ever been found guilty of any administrative of	☐ YES ☑ NO If YES, give details:			
	b. Have you been criminally charged before any court?	☐ YES ☑ NO  If YES, give details:    Date Filed:    Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of by any court or tribunal?	☐ YES ☑ NO If YES, give details:			
	Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:			
38.	a. Have you ever been a candidate in a national or local e Barangay election)?	☐ YES  ☑ NO If YES, give details:			
	<ul> <li>b. Have you resigned from the government service during election to promote/actively campaign for a national or loc</li> </ul>	☐ YES ☑ NO If YES, give details:			
39.	Have you acquired the status of an immigrant or permane	☐ YES ☑ NO If YES, give details (country):			
40. a.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) N 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897; Are you a member of any indigenous group?	YES [:	☑ NO		
b.	Are you a person with disability?		√ NO		
C.	Are you a solo parent?	YES [: If YES, please specify ID N	NO:		
41.	REFERENCES (Person not related by consanguinity or affinity to applied	cant /appointee)			
	NAME	ADDRESS	TEL. NO.		
	ENGR. NILO LEORNA	VSU, Baybay City, Leyte	9996915424	22	
	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 the provisions of pertinent laws, rules and regulations of the Republic of verify/validate the contents stated herein.  I agree that any misre filling of administrative/criminal case/s against me.	Il Data Sheet which is a true, correct and complete s if the Philippines. I authorize the agency head/authori: epresentation made in this document and its attachm	zed representative to	Armel Saldana Cortes	
Li	icense, etc.) PLEASE INDICATE ID Number and			Set State Control of the Second	
	Covernment Issued ID: TIN		-		
10	D/License/Passport No.: 483-068-378	Signature (Sign Inside the	hox)		
D	ate/Place of Issuance: 4/8/2016	Date Accomplished		Right Thumbmark	
-	SUBSCRIBED AND SWORN to before me this	JAN 1 2 2024 affiant exhib	piting his/her validly issued gove	remment ID as indicated above.	
	BOOK NO. LOS BOOK NO. LOS BERIES OF.		7 8490404		
		PTR NO. BODZ 1252 - U LAP Q.R. HU. 35 30 80 - C MCLE COMPLIAN E NO. JR 000083	The second name of the second na	CS FORM 212 (Revised 2017), Page 4 of 4	

R. MAGSA, SAY ANE. BAYBAY CATE LEFTE

## 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.

(Signature over Printed Name of Employee/Applicant)

Date: January 11, 2024