

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  
CAINGCOY

FIRST NAME  
KIMBERLY

MIDDLE NAME  
VANZUELA

3. DATE OF BIRTH  
(mm/dd/yyyy)  
4/23/1995

4. PLACE OF BIRTH  
BAYBAY CITY, LEYTE

5. SEX  
☐ Male ☒ Female

6 CIVIL STATUS  
☒ Single ☐ Married  
☐ Widowed ☐ Separated  
☐ Other/s:

7. HEIGHT (m)  
1.47

8. WEIGHT (kg)  
58

9. BLOOD TYPE  
A+

10. GSIS ID NO.  
02005193586

11. PAG-IBIG ID NO.  
121178738132

12. PHILHEALTH NO.  
132506600352

13. SSS NO.  
34-6171397-5

14. TIN NO.  
474-522-430

15. AGENCY EMPLOYEE NO.  
V-00992

16. CITIZENSHIP  
☒ Filipino ☐ Dual Citizenship  
☒ by birth ☐ by naturalization  
Pls. indicate country:

If holder of dual citizenship,  
please indicate the details.

17. RESIDENTIAL ADDRESS  
PUROK 2  
House/Block/Lot No. Street  
GABAS  
Subdivision/Village Barangay  
BAYBAY CITY, LEYTE  
City/Municipality Province  
6521

18. PERMANENT ADDRESS  
House/Block/Lot No. Street  
MALINAO  
Subdivision/Village Barangay  
MAHAPLAG LEYTE  
City/Municipality Province  
6512

19. TELEPHONE NO.  
NONE

20. MOBILE NO.  
09121917205

21. E-MAIL ADDRESS (if any)  
kimberly.caingcoy@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
N/A

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

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

DATE OF BIRTH (mm/dd/yyyy)

24. FATHER'S SURNAME  
CAINGCOY

FIRST NAME  
ALVIN

MIDDLE NAME  
VILLAYER

25. MOTHER'S MAIDEN NAME  
VANZUELA

SURNAME  
CAINGCOY

FIRST NAME  
EDELINA

MIDDLE NAME  
PANAL

(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  
From To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

MALINAO ELEMENTARY SCHOOL

ELEMENTARY EDUCATION

2001 2007

N/A

2007

SECOND HONOR

SECONDARY

MAHAPLAG NATIONAL HIGH SCHOOL  
SAN ISIDRO LOWER CAMPUS

SECONDARY EDUCATION

2007 2011

N/A

2011

N/A

VOCATIONAL /  
TRADE COURSE

N/A

N/A

N/A N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN  
COMPUTER SCIENCE

2011 2015

N/A

2015

N/A

GRADUATE STUDIES

N/A

N/A

N/A N/A

N/A

N/A

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 1, 2023

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



[illegible]

V. WORK EXPERIENCE

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	January 1, 2023	CS FORM 212 (Revised 2017), Page 2 of 4
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# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(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			
TURNITIN Instructor's Workflow Training	05/31/2021	05/31/2021	1.3	TECHNICAL	VISAYAS STATE UNIVERSITY
Challenges in Information Technology in this Time of Pandemic	05/20/2021	05/20/2021	2	TECHNICAL	NAVOTAS POLYTECHNIC COLLEGE
Global Symposium on Soil Biodiversity-GSOBI21	04/19/2021	04/22/2021	32	TECHNICAL	OFFICE OF THE CLIMATE CHANGE, BIODIVERSITY & ENVIRONMENT & FAO
International webinar on Earth Day 2021 - Restore Our Earth	04/22/2021	04/22/2021	2	TECHNICAL	YPARD PAKISTAN
Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	3	TECHNICAL	ELSEVIER
SuperMap GIS Technologies in the Era of Big Data	03/26/2021	03/26/2021	3	TECHNICAL	SUPERMAP & MINDANAO STATE UNIVERSITY
Bridging the gap between Education and Employment	03/26/2021	03/26/2021	3	TECHNICAL	SNDT Women's University, Dept of Lifelong Learning & Extension, Pune Sub centre & Tech Mahindra Foundation SMART Centre
Webinar on Hot to shoot like a pro: Promote your serviced using mobile photography	03/24/2021	03/24/2021	2	TECHNICAL	DOST-STII Library
Computer Literacy Course	03/23/2021	03/23/2021	3	TECHNICAL	ICT LITERACY AND COMPETENCY DEVELOPMENT BUREAU
Photoshop 2021 Essential Training: The Basics	03/21/2021	03/21/2021	6	TECHNICAL	LinkedIn Learning
Critical Thinking course	03/19/2021	03/19/2021	1	TECHNICAL	LinkedIn Learning
Graphic Design Foundations: Layout and Composition	03/19/2021	03/19/2021	2	TECHNICAL	LinkedIn Learning
Illustrator 2021 Essential	03/19/2021	03/19/2021	5	TECHNICAL	LinkedIn Learning
InDesign 2021 Essential	03/19/2021	03/19/2021	5	TECHNICAL	LinkedIn Learning
Learning SQL Programming (2017)	03/19/2021	03/19/2021	1	TECHNICAL	LinkedIn Learning
Programming Foundations: Database	03/19/2021	03/19/2021	1	TECHNICAL	LinkedIn Learning
Programming Foundations: Web Security	03/19/2021	03/19/2021	2	TECHNICAL	LinkedIn Learning
Asian Impact Webinar for Tech Startups	03/10/2021	03/10/2021	2	TECHNICAL	ADB RESEARCH IN ACTION
IMUN Online Conference 46.0 webinar	02/27/2021	02/28/2021	46	TECHNICAL	INTERNATIONAL MODEL UNITED NATIONS
Coronavirus vaccine: Are you willing to take the shot?	02/23/2021	02/23/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY, COLLEGE OF ARTS & SCIENCES
DOST-STII Webinar on How to Speak on a Digital Stage and Capture the Limelight	02/23/2021	02/23/2021	2	TECHNICAL	DOST-STII
DOST-PCIEERD Forum on Projects under the Good Governance through Data Science and Decision Support (GODDESS)	02/08/2021	02/08/2021	3.0	TECHNICAL	DOST-PCIEERD
Control Your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	3.0	TECHNICAL	DOST-STII
ISO 9001:2015 Awareness/Re-awareness	11/27/2020	11/27/2020	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY
USE OF VSU GIS MAP SERVER & FIELD DATA COLLECTION USING OPEN DATA KIT (ODK) TECHNOLOGY USING ANDROID PHONE	06/26/2019	06/26/2019	8.0	TECHNICAL	VSU - GIZ, LIDAR
WORKING TOWARDS PERSONAL EFFECTIVENESS	11/20/2018	11/23/2018	32.0	TECHNICAL	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES (POAP)
SOFT SKILLS TRAINING PROGRAM	09/07/2016	09/13/2016	56.0	TECHNICAL	ATOS COMPANY
STANDARD CEAC TRAINING FOR STAGE 2 IMPLEMENTATION	04/25/2016	04/29/2016	40.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - KALAHI

(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)
TROUBLESHOOT PC/LAPTOP	N/A	COMPUTER SCIENCE STUDENT SOCIETY (CS3)
I LIKE LEARNING NEW STUFF THROUGH INTERNET		
LISTENING TO MUSIC		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 1, 2023	CS FORM 212 (Revised 2017), Page 3 of 4
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<p><b>34.</b> 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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>35.</b> a. Have you ever been found guilty of any administrative offense?</p>  <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p><b>36.</b> Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>37.</b> 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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>38.</b> a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>39.</b> Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country):</p> <hr/>												
<p><b>40.</b> 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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p><b>41. REFERENCES</b> (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ENGR. MARITO V. CATORCE</td> <td>CUATRO DE AGOSTO, MAHAPLAG, LEYTE</td> <td>NONE 09158856030</td> </tr> <tr> <td>PROF. WINSTON M. TABADA</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>NONE 09175489956</td> </tr> <tr> <td>DR. VICTOR B. ASIO</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>NONE 09257620329</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ENGR. MARITO V. CATORCE	CUATRO DE AGOSTO, MAHAPLAG, LEYTE	NONE 09158856030	PROF. WINSTON M. TABADA	VISCA, BAYBAY CITY, LEYTE	NONE 09175489956	DR. VICTOR B. ASIO	VISCA, BAYBAY CITY, LEYTE	NONE 09257620329
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<p><b>42.</b> 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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Government Issued ID</b> (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td style="width: 50%;">Government Issued ID:</td> <td>DRIVER'S LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H1217000102</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>04/22/2021 BAYBAY CITY, LEYTE</td> </tr> </table>	<b>Government Issued ID</b> (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		Government Issued ID:	DRIVER'S LICENSE	ID/License/Passport No.:	H1217000102	Date/Place of Issuance:	04/22/2021 BAYBAY CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)            January 1, 2023            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) January 1, 2023 Date Accomplished	<div style="text-align: center;">   <small>KIMBERLY Y. CAINGCOY</small>        PHOTO     </div> <div style="text-align: center; margin-top: 20px;">         Right Thumbmark     </div>		
<b>Government Issued ID</b> (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>													
Government Issued ID:	DRIVER'S LICENSE												
ID/License/Passport No.:	H1217000102												
Date/Place of Issuance:	04/22/2021 BAYBAY CITY, LEYTE												
 Signature (Sign inside the box) January 1, 2023 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>25 JAN 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <small>ATTY. RYLEE C. GUINOCOR</small>  <small>VSU Legal Officer</small>        Person Administering Oath     </div>													



- Duration: June 1, 2015 – June 30, 2015
- Position: Encoder
- Name of Office/Unit: HRMO
- Immediate Supervisor: Editha V. Jumamoy
- Name of Agency/Organization and Location: Local Government Unit of Mahaplag
- Summary of Actual Duties
  - Facilitating all papers and checking the attendance of the municipal employees; take charge of encoding new forms needed to disseminate to the other departments.

  
**KIMBERLY V. CAINGCOY**  
(Signature over Printed Name  
of Employee/Applicant)

Date: JANUARY 1, 2023