Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person

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. BARTOLINI 2. SURNAME NAME EXTENSION (JR., SR) FIRST NAME MANUEL MIDDLE NAME **CUARENTA** 3. DATE OF BIRTH 16. CITIZENSHIP May 4, 1960 ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: Philippine Baybay, Leyte If holder of dual citizenship, 4 PLACE OF BIRTH please indicate the details. Female ✓ Male Philippines 5. SEX ✓ Married Zone 1 Single 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street ☐ Widowed Separated Guadalupe Other/s: ubdivision/Village Barangay Leyte Baybay City 1 66 m 7. HEIGHT (m) City/Municipality Province ZIP CODE 6521 66.5 (kg) 8. WEIGHT (kg) 18. PERMANENT ADDRESS Zone 1 9. BLOOD TYPE "B" House/Block/Lot No. Street Guadalupe B60J4MCB038 10. GSIS ID NO. Subdivision/Village Baybay City Leyte 11. PAG-IBIG ID NO. 0801-01824-11 City/Municipality Province 6521 13-000014468-2 ZIP CODE 12. PHILHEALTH NO (053) 563-7428 13. SSS NO. None 19. TELEPHONE NO. 14. TIN NO. 104-031-265 20. MOBILE NO. / 09753524084 15. AGENCY EMPLOYEE NO. V00571 21. E-MAIL ADI .com manuelbartolini8@yahoo.com Bartolini 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/vvvv) 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) Nijela Ciedelle R. Bartolini May 31, 2001 Cilla FIRST NAME Ramada MIDDLE NAME Plain house wife OCCUPATION None EMPLOYER/BUSINESS NAME BUSINESS ADDRESS None TELEPHONE NO. None 24. FATHER'S SURNAME Bartolini (Deceased) NAME EXTENSION (JR., SR) FIRST NAME Alvaro Valenzona MIDDLE NAME Bartolini (Deceased) 25. MOTHER'S MAIDEN NAME Cuarenta SURNAME FIRST NAME Tomasa MIDDLE NAME Abanera (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE YEAR GRADUATED NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC UNITS EARNED LEVEL HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To **Guadalupe Community School** rimary Education 1975 1975 None ELEMENTARY 1967 SECONDARY Experimental Rural High School ligh School Graduate 1975 1978 1978 None VOCATIONAL / Franciscan Coll of the Immaculate Conception Junior Secretarial Course Graduate 1980 1982 1982 None TRADE COURSE COLLEGE Franciscan Coll of the Immaculate Conception BS in Commerce Graduate 1986 1991 1991 None None **GRADUATE STUDIES** None None None DATE lune SIGNATURE 29 20

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Yes Casual 326.70 Visayas State Coll of Agricutlure Utility 8/31/1983 10/16/1982 Yes Casual 326.70 Visayas State Coll of Agricutlure 4/30/1984 Clerk Aide 5861/1/6 Yes Casual 361.90 Visayas State Coll of Agricutlure 12/31/1984 Clerk Aide 1861/1/9 Yes Casual 398.20 Visayas State Coll of Agricutlure 9861/08/9 Clerk Aide 9861/1/ Yes Casual 437.80 Visayas State Coll of Agricutlure 2/28/1987 9861/01/01 Clerk Aide Sal Casual 08.603 Visayas State Coll of Agricutlure 12/13/187 1861/1/8 Clerk Aide Sex Casual 07.667 Visayas State Coll of Agricutlure Clerk 1 6861/08/9 12/14/1987 Yes Casual 2,156.00 Visayas State Coll of Agricutlure Clerk 1 12/31/1993 6881/1/20 **S** Casual 2,955.92 Visayas State Coll of Agricutlure Clerk 1 12/31/1994 1661/1/01 **S** Casual 3,956.04 Visayas State Coll of Agricutlure Clerk 1 12/31/1995 9661/1/1 **S**əX Casual 4,955.84 Visayas State Coll of Agricutlure Clerk 1 12/31/1996 9661/1/1 Sex Casual 5,228.08 Visayas State Coll of Agricutlure Cerk 1 12/31/1999 Z661/1/1 Yes Casual 5,751.02 Visayas State Coll of Agricutlure Clerk 1 12/31/2001 1/1/2000 SeY Casual 00'680'9 Leyte State University Clerk 1 / Administrative Aide III 12/31/2006 1/1/2001 SAL Casual 6,642.90 Leyte State University Ill abiA avitatianimbA 15/31/5009 1/1/2007 Say Casual 80.708,7 Visayas State University Ill sbiA svitstratimbA 12/31/2010 1/1/2010 Sal Casual 10,400.94 Visayas State University Ill sbiA svitstratimbA 1/1/2017 1/1/2015 S9 X Casual Present 11,913.00 Visayas State University Ill sbiA svitsrtenimbA 1/1/2017 SALARYI JOBI PAY GRADE (if Spplicable)& STEP (Format "00-0") INCREMENT From (N/A) **APPOINTMENT** YAAJAS (Write in full/Do not abbreviate) (Write in full/Do not abbreviate) SERVICE **40 SUTATS** MONTHLY (μπ/άδγγρ DEPARTMENT / AGENCY / OFFICE / COMPANY POSITION TITLE INCLUSIVE DATES '87 A\N Validity CONFERMENT BARANGAY ELIGIBILITY / DRIVER'S LICENSE NUMBER (If Applicable) Date of PLACE OF EXAMINATION / CONFERMENT **EXAMINATION** SPECIAL LAWS/ CES/ CSEE **BATING** LICENSE (if applicable) DATE OF CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER

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DATE

SIGNATURE

VI. VOLUNTARY WORK OR INVOLVEMENT				ORGANIZ	N/S	
29. NAME & ADDRESS OF OF (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
Philippine Guardians Brotherhood, Incorporated -BUFFALO Chapter Brgy. Guadalupe, Baybay City, Leyte		12/16/2010	Present	N/A		Provincial Scretary - Conduct meeting hildren at barangay & Community Services
	*					
VII. LEARNING AND DEVELOPMENT (L&D, (Start from the most recent L&D/training program and included)	INTERVENTIONS/TRAINING		ATTENDED		nagerial positions)	
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for 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)
Gender Sensitivity Training for the Guadalupe Consumers		From March 14, 2017	То	8hrs		Institute or Strategic Research and Deve- lopment Studies (ISRDS) VSU,Visca,Baybay City,
Cooperative Members Data Appreciation Seminar of 27th National Statistics Month		October 10, 2016		8hrs		Dept. of Statistics, VSU, Visca, Baybay City, Leyte
Personality Development for Frontliners		Sept. 20, 2012		8hrs		Office of the Director for Administration & Human Resource Devlopment
Total Quality Management Among Administrative Personnel		March 18, 2010	March 19, 2010	24hrs		Office of the Director for Administration & Human Resource Devlopment
Special Basic Cititizen Military Training (SBCTM-C1-2017	7)	Nov. 11, 2017	March 24, 2018	240hrs		(Reserve) Philippine Army
	3	-				
		-				

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	(Co	ntinue on separate	sheet if necessar	y)		
VIII. OTHER INFORMATION	No	LACADEMIC DISTIN	NCTIONS / RECO	GNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATION
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. (Write in full)
Playing Guitar & Singing	Playing Guitar & Singing N/A					Administrative Personnel Association
CIONATURE	(Co	ntinue on separate	sheet if necessar		ATE	1 - 20 200
SIGNATURE	SIGNATURE			Di	ATE	CS FORM 212 (Revised 2017), Page 3 of a
	/ / (

34.	chief of bureau or office or Bureau or Department who a. within the third degree?	r to the person who has immediate ere you will be apppointed,	YES [✓ NO ✓ NO		
05	a Have you over been for	and guilty of any administrative offer	If YES, give details			
35.	a. Have you ever been lou	and guilty of any autimistrative one	☐ YES ☑ NO If YES, give details:			
	b. Have you been criminal	lly charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:			
36.	Have you ever been conviby any court or tribunal?	icted of any crime or violation of ar	ny law, decree, ordinance or regulation	☐ YES ☑ NO If YES, give details:		
	retirement, dropped from to out (abolition) in the public	or private sector?	nd of term, finished contract or phased	☐ YES ☑ NO If YES, give details:		
38.	Barangay election)? b. Have you resigned from	the government service during th	ction held within the last year (except ne three (3)-month period before the last	☐ YES ☑ NO If YES, give details: ☐ YES ☑ NO		
39.	·	ly campaign for a national or local atus of an immigrant or permanent		If YES, give details: YES NO If YES, give details (country):		
40.			gna Carta for Disabled Persons (RA please answer the following items:			
a.	Are you a member of any	indigenous group?		☐ YES ☑ NO If YES, please specify:		
b.	Are you a person with disa Are you a solo parent?	ability?		☐ YES		
41.	REFERENCES (Person not relat	ted by consanguinity or affinity to applicant	t /appointee)	II TES, please specify	ID NO.	
	N	IAME	ADDRESS	TEL. NO.		
Dr.	Edgardo E. Tulin, Ph.D		VSU, Visca, Baybay City, Leyte	563-7067		
Eng	r. Eliezer L. Velasco		Baybay City, Leyte	563-7428	() 4.8 /	
Mrs	. Teresita L. Quiñanola		Baybay City, Leyte			
42.	complete statement purs Philippines. I authorize the	uant to the provisions of pertine the agency head/authorized repre- presentation made in this doc	If this Personal Data Sheet which is a tent laws, rules and regulations of the esentative to verify/validate the content cument and its attachments shall cau	Republic of the s stated herein.	РНОТО	
	overnment Issued ID (i.e.Passpor LEASE INDICATE ID Number	rt, GSIS, SSS, PRC, Driver's License, etc.) and Date of Issuance	Vat	- ,		
H	overnment Issued ID: VSU		~			
lŀ	ata/Place of leguance	a, Baybay City, Leyte	oox)	Right Thumbmark		
-	SUBSCRIBED AND SW		0 2 2018 , affiant exhib	oiting his/her validly issued	d government ID as indicated above.	