S Form No. 212 evised 2017	7500							
	PERSO	NAL DAT	A SH	IEET				
ARNING: Any misrepresental	ation made in the Personal Data Sheet and the	e Work Experience Sheet sha	all cause the fi	ling of administrative/cri	minal case/s agair	nst the persor	n	
oncerned.	TO FILLING OUT THE PERSONAL DATA SHEE				PORTSUR FOR	132 (0.044)		
int legibly. Tick appropriate boxes	and use separate sheet if necessary. Indicate N			1. CS ID No.		(Do not fill up. Fo	or CSC use only	
PERSONAL INFORMATIO	N							
SURNAME	SACRO							
FIRST NAME	CELSO	Na s			NAME EXTENSION (JR.,	SR) N/A		
MIDDLE NAME	FRADES							
B. DATE OF BIRTH (mm/dd/yyyy)	05/28/1972	16. CITIZENSHIP	☑ Filipino □		Dual Citizenship ☐ by birth ☐ by naturalization		ation	
4. PLACE OF BIRTH	CALOOCAN CITY	If holder of dual citizen	nship,		Pls. indicate co	ountry:	-	
5. SEX	☑ Male ☐ Female	please indicate the de	etails.					
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS				Zone 4		
	☐ Widowed ☐ Separated	and the second s	Но	ouse/Block/Lot No.		Street GUADALUPE		
	Other/s:	1896	Si	ubdivision/Village BAYBAY	Barangay LEYTE			
7. HEIGHT (m)	1.78 m			City/Municipality		Province		
8. WEIGHT (kg)	75	ZIP CODE	1	Han Burker while	6521		-50%	
D. BLOOD TYPE	A	18. PERMANENT ADDRESS	Hk	ouse/Block/Lot No.		Zone 4 Street		
D. GSIS ID NO.	2001712872			era na seria, a derim		GUADALUPE Barangay		
1. PAG-IBIG ID NO.	170000272711			Subdivision/Village BAYBAY Cit (A vision lift)	77.91	LEYTE Province		
2. PHILHEALTH NO.	19-000815363-2	ZIP CODE	City/Municipality 6521		1,-9-3	Province	-701	
3. SSS NO.	06-1757412-3-000	19. TELEPHONE NO.	053-563-7295			w101 1		
4. TIN NO.	917-640-617	20. MOBILE NO.	09094903543			8100		
5. AGENCY EMPLOYEE NO.	V000459	21. E-MAIL ADDRESS (if any)		celso.sac	ro@vsu.edu.p	h	4364	
I. FAMILY BACKGROUND							51,14 . U	
2. SPOUSE'S SURNAME	MUAÑA	R01480 00KA	23. NAME of CH	HLDREN (Write full name and li	st all)	DATE OF BIRT	TH (mm/dd/yyy	
FIRST NAME	CORINA	NAME EXTENSION (JR., SR)	XANDER AII	DAN MUAÑA SACRO	2006-		-10-24	
MIDDLE NAME	MONTILLANO	\$190 MIN TO TO TO THE A	XYLEENA M	AÑA SACRO		2010-12-23		
OCCUPATION	PRINCIPAL	Yanasania AY						
EMPLOYER/BUSINESS NAME	VFES	dzasym, sta	18					
BUSINESS ADDRESS	VSU Campus, Visca, Baybay Leyte	YTO REVENUE STA	181	4Cta SVII A - Singel	1823	S	-0078	
TELEPHONE NO.	563-7190	CONAC SAL ROLL		King Pathers in the	V 15.296	202 - 1470	2005	
24. FATHER'S SURNAME	SACRO	Carrie on Parco		TOWNS THE STATE AND THE	1 14 Bu	jā- 70 A	LUNGS -	
FIRST NAME	REYNALDO	SR.						
MIDDLE NAME	вітоу	pure a O 20 de la O del						
5. MOTHER'S MAIDEN NAME	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	social Mini divintendo						
SURNAME	FRADES	U. V. IA I.I. 202130 1314	101					
FIRST NAME	ORTENCIA							
MIDDLE NAME	FUENTES		(Continue on separate sheet if necessary)					
II. EDUCATIONAL BACKG								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR		PERIOD OF ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED		
				From To	(ii not graduated)		RECEIVED	
FIEMENTARY	GAAS COMMUNITY SCHOOL	EI EMENTAR	OV	1070 1095	1	1085	WHONOD	

MIDDLE NAME		FUENTES		(Continue on separate sheet if necessary)					
III. EDUCATIO	ONAL BACK	GROUND							
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	SCHOLARSHII ACADEMIC HONORS RECEIVED	
				From To					
ELEME	ENTARY	GAAS COMMUNITY SCHOOL	ELEMENTARY	1979 1985 1994 1989	1985 1989 1996		1985 1989 1996	W/HONOR	
SECO	NDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL						
The second second second second	TIONAL / COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER SCIENCE			3			
COL	LEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS in COMMERCE Major in Accounting						
GRADUAT	TE STUDIES	N/A	N/A						
SIGNATURE		C	and the second of the second o	D	ATE	Glia	2021		

7. CAREE	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING DATE OF			Y		LICENSE (if applicable)			
SPECIAL LAWS/CES/CSEE			(If Applicable)	EXAMINATION / DI ACE OF EXAMINAT		TION / CONFER	RMENT	NUMBER	Date Valid
CAREE	R SERVICE SUB-PROFESSIONAL 80.85% 2001-04-01 ST. JOSEPH COLLEGE, MAASIN CITY		IN CITY	Ł N/A	N/A				
				100				,	
	XPERIENCE	Start from holy recent		ontinue on separate sheet if	necessary) Idicated in the attached	w			
INCLU	SIVE DATES n/dd/yyyy)	POSITION TI (Write in full/Do not a	TLE	DEPARTMENT / AGEN	CY / OFFICE / COMPANY o not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV* SERVIO
2021-01-01	PRESENT	ADMINISTRATIV	E AIDE IV	CASH OFFICE, STATE UNIVERSITY	VISAYAS	14,400.00		PERMANENT	Υ
2019-11-18	2020-12-31	ADMINISTRATIV	E AIDE IV	CASH OFFICE, STATE UNIVERSITY	VISAYAS	14,400.00		PERMANENT	Υ
2019-01-01	2019-11-17	ADMINISTRATIV	E AIDE III	CASH OFFICE, STATE UNIVERSITY	VISAYAS	13,807.00	1.3.4	PERMANENT	Υ Υ
2018-01-01	2018-12-31	ADMINISTRATIV	E AIDE III	CASH OFFICE,	VISAYAS	12,112.00		PERMANENT	Υ
2017-01-01	2017-12-31	ADMINISTRATIV	E AIDE III	CASH OFFICE,	VISAYAS	11,589.00	L. The street	PERMANENT	Y
2016-05-10	2016-12-31	ADMINISTRATIV	E AIDE III	CASH OFFICE,	VISAYAS	11,089.00	. 24	PERMANENT	Y
2016-01-01	2016-05-09	ADMINISTRATIV	E AIDE III	STATE UNIVERSITY CASH OFFICE, VISAYAS		10,985.00		PERMANENT	Y
2013-03-25	2015-12-31	ADMINISTRATIV		STATE UNIVERSITY CASH OFFICE, VISAYAS		10,505.00		PERMANENT	
2012-06-01	2013-03-24	ADMINISTRATIV		CASH OFFICE,	VISAYAS	10,401.00		PERMANENT	
2011-06-01	2012-05-31	ADMINISTRATIV		STATE UNIVERSITY FINANCE OFFICE,	VISAYAS		1,210		Υ
2010-06-24	2011-05-31	ADMINISTRATIV		STATE UNIVERSITY FINANCE OFFICE,	VISAYAS	9,628.00		PERMANENT	Y
2010-03-25	2010-06-23	ADMINISTRATIV	7 3 5 5 7 7	STATE UNIVERSITY FINANCE OFFICE,	VISAYAS	8,854.00		PERMANENT	Υ
2008-07-01	2010-03-24	ADMINISTRATIV		STATE UNIVERSITY ACCOUNTING DIVISI	ON VISAYAS	8,080.00		PERMANENT	Y
2008-07-01				STATE UNIVERSITY ACCOUNTING DIVISI	ON VISAYAS	418.36/DAY		CASUAL	Υ
	06/30/208	ADMINISTRATIV		STATE UNIVERSITY ACCOUNTING DIVIS	ON VISAYAS	380.32/DAY		CASUAL	Υ
2007-07-01	2007-12-31	ADMINISTRATIV		STATE UNIVERSITY ACCOUNTING DIVIS		301.95/DAY		CASUAL	Υ
2004-03-01	2007-06-30	ADMINISTRATIV		STATE UNIVERSITY ACCOUNTING DIVIS		274.50/DAY	1,00	CASUAL	Y
2000-01-01	2001-06-30	CLERK		STATE COLLEGE OF ACCOUNTING DIVISI	ON VISAYAS	274.50/DAY 261.41/DAY		CASUAL	Y Y
	2007-00-00			STATE COLLEGE OF		201.41/041		CASUAL	T
1999-12-01	1999-12-31	CLERK		STATE COLLEGE OF		237.64/DAY		CASUAL	Y
							70.02°		
							Мо		
			(Co	ontinue on separate sheet if i	necessary)		61	17 LOU	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NO	N-GOVERNMENT/			GANIZATION/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK
		From	То			
N/A			14.00 apress			a 11 july 1984 destile 1 listo.
7000000						
						mate in disease of Leaf A
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					a sequence	The state of the s
power and the second se						
Am (51010)0 110 05 5 2010 7 4 10 0 7 10 10 10 10 10 10 10 10 10 10 10 10 10		tinue on separate s		1)		
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTION (Start from the most recent L&D/training program and include only the relevance)				hief/Executive/Manac	uerial positions)	
		INCLUSIVE	DATES OF		Type of LD	
 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRA (Write in full) 	AINING PROGRAMS	ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	(Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
£ ≥ 30 ± 2		From	То		Technical/etc)	
KNOW YOUR MONEY AND COUNTERFEIT DETECTION		02/26/2021	02/26/2021	6		BANKERS INSTITUTE OF THE PHILIPPINES, INC (BAIPHIL)
FRONTLINE AND CUSTOMER SERVICE	To The	09-24-2019	09-27-2019	32	nder, to the first	POAP, INC
2016 REGIONAL ORIENTATION ON THE EDUCATION SERVICE CON PROGRAM AND ESC INFORMATION MANAGEMENT SYSTEM	TRACTING (ESC)	04/21/2016	04/22/2016	16		PRIVATE DUCATION ASSISTANCE COMMITTEE
PHILHEALTH EMPLOYER'S ENGAGEMENT REPRESENTATIVE (PEE	R) SUMMIT	04/30/2013	04/30/2013	8		PHILHEALTH REGION VIII
GMIS WEB-BASED APPLICATION SYSTEM		10/29/2012	10/30/2012	16		VSU, VISCA
SEMINAR WORKSHOP ON AGAP-EV AND PICPA-EVR 2nd GOVERN	MENT EODIIM	05/06/2009	05/08/2009		3170 110	
SEMINAR ON COMPUTER MAINTENANCE SECURITY AND APPREC				24		PICPA REGION VIII
SOURCE APPLICATION	3/18/2009	3/18/2009	8		VSU-ICTU	
PMS-OPES WORKSHOP	7/26/2008	7/26/2008	8		VSU FINANCE	
ON THE TRAINING ON THE PREPARATION ON AGENCY REMITTAN	9/27/2006	9/27/2006	8	170000	GSIS REGION VIII	
OREINTATION/BRIEFING OF DISKETTE TO DISKETTE COLLECTION PAG-IBIG FUND PREMIIUMS & LOANS	9/19/2006	9/19/2006	8		PAG-IBIG FUND REGION VIII	
NETWORKING PRODUCTIVITY TOOLS UTILIZATION		6/10/2003	6/11/2003	16		LSU-ICTU
		and the state of t	Annual and Control of the Control of			
		3777				A STATE OF THE STA
	1135					
10 1 200 1						
1 50 30				351		And Cally
			i sum di			The second of the second
The second second second second	med bened and	a wil alta	73 E B	Alam Silar	20. 11.12.	s in graph of extended the graph
		2,213 11 11 12 13		1 - 1 - 1		
		The Residence				
	(Car	ntinue on separate :	sheet if necessar	y)		
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES 32.	NON	LACADEMIC DISTIN	NCTIONS / RECOG	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
Troubleshoot and diagnose computer problem		(write in full)				
		N/A				SECULAR FRANCISCAN ALLIANCE
Reformat personal computer	STATE STATE OF STATE			Marian Marian	Marie Commission	ATTENDED TO A STREET WAS A STREET WAS A STREET WAS A STREET WAS ASSESSED.
Install new hardware and sorftware in a computer	Section 1					ALLEN AND PARTY OF
Knows Adobe photoshop program	and the same of the same of the same of	Commence of the second	the residence of the	and the same of		
	K.YW.					
1	Sallerin	alphot A rice:		18		
	(Cor	ntinue on separate	sheel if necessar	y)		
SIGNATURE	X			DA	TE	6/17/2021

_							
34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be approinted,) · · · · · · · · · · · · · · · · · · ·			
	a. within the third degree?	YES NO					
	b. within the fourth degree (for Local Government Unit - Care	☐ YES	✓ NO				
	•	If YES, give deta					
35.	a. Have you ever been found guilty of any administrative offer	ense?	✓ YES	□ NO			
			If YES, give details:				
			Simple neglect of duty				
	b. Have you been criminally charged before any court?	☐ YES	☑ NO				
	b. Flave you book offinitially offurged boloto any source		If YES, give deta				
		Date Filed:					
		en e	Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of ar	ny law, decree, ordinance or regulation by	YES	☑ NO			
	any court or tribunal?		If YES, give details:				
37.	Have you ever been separated from the service in any of the		☐ YES	☑ NO			
	retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	nd of term, finished contract or phased out	If YES, give deta	ils:			
0.5		otion hold within the last year layaant					
38.	 a. Have you ever been a candidate in a national or local electron Barangay election 	odon ned within the last year (except	YES If YES, give det	oile. ✓ NO			
	 b. Have you resigned from the government service during the election to promote/actively campaign for a national or local 		YES give det	☑ NO			
			If YES, give details:				
39.	Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO				
			If YES, give details (country):				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	nna Carta for Disabled Persons (RA					
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),						
a.	Are you a member of any indigenous group?		☐ YES	☑ NO			
		If YES, please spec					
b.	Are you a person with disability?	YES VO					
C.	Are you a solo parent?		If YES, please specify ID No: ☐ YES				
	The year a solo parent:	If YES, please specify ID No:					
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	/appointee)					
	NAME	ADDRESS	TEL. NO.				
OUI	EEN-EVER Y. ATUPAN	VSU-CASH OFFICE,BAYBAY LEYTE	0917-310-8067				
	QUEL H. DOHILING	VSU-CASH OFFICE,BAYBAY LEYTE	0951-034-4062				
	JELLA C. AMPAC	VSU-FINANCE OFFICE, BAYBAY LEYTE					
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin						
	Philippines. I authorize the agency head/authorized represe						
	agree that any misrepresentation made in this docu						
	administrative/criminal case/s against me.						
C	Sovernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)			and the same of th			
1000	PLEASE INDICATE ID Number and Date of Issuance						
G	overnment Issued ID: COMPANY ID						
IC	D/License/Passport No.: V000459	Signature (Sign inside the b	ov)				
1		UAJ					
D	ate/Place of Issuance: VSU, VISCA, BAYBAY CITY, LEYTE		Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this	8 JUN 2021 , affiant exhibiti	ng his/her validly issue	d government ID as indicated above.			
		11		1			
		th	1				
		Person Administering Oa	.,				

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.
- Duration: 12/1999 12/2001
- Position: Clerk I
- · Name of Office/Unit: Accouting Office
- Immediate Supervisor: Mrs. Roberta C. Lemos
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
 - 1. Systematic, organized and quick in the delivery of service.
 - 2. Get important task completed on time.
 - 3. Manage the limited resources of the office
- Summary of Actual Duties
 - 1. Receives documents from other offices and department.
 - Records all documents received to their respective funds.
 - 3. Release all documents approved to finance division.
 - Duration: 12/2002 06/2013
 - Position: Administrative Aide III
 - · Name of Office/Unit: Accounting
 - Immediate Supervisor: Mrs. Roberta C. Lemos
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
 - 1. Able to remit all remittances to the different agencies on or before the deadline.
- Summary of Actual Duties
 - 1. Prepares monthly remittances to different government & private agencies.
 - 2. Prepares Tax Remittance Advice (TRA) for submission to BIR, Baybay City, Leyte
 - 3. Submit monthly remittance of withholding tax to Bureau of Internal Revenue
 - 4. Encode GSIS Contribution & Loans to ERM Database for submission to GSIS, Tacloban
 - 5. Encode PAG-IBIG Contribution & Loans to Database for submission to PAG-IBIG, Tacloban.

Duration: 07/2013 – present

- Position: Administrative Aide III (Student Account incharge)
- Name of Office/Unit: Cash
- Immediate Supervisor: Mrs. Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
 - 1. Able to print and distribute all assessment slip to respective colleges.
 - 2. Validate and open the account of each student.
- Summary of Actual Duties
 - 1. Assess Student Fees
 - 2. Re-assess fees for encoded adding/dropping of subject
 - 3. Generate assessment slips
 - 4. Validate assessment/examination permit
 - 5. Prepares list of students enrolled
 - 6. Prepares list of students without examination Permit
 - 7. Checks & countersign clearances
 - 8. Prepares individual statement of accounts as requested
 - 9. Encode dorm fee, requested subject & other related school fees
 - 10. Prepares quarterly report for account receivables for all college students
 - 11. Prepares student scholarship billing to other agencies
 - Duration: 11/2019 present
 - Position: Administrative Aide IV (Assistant Collecting Officer)
 - Name of Office/Unit: Cash
 - Immediate Supervisor: Mrs. Queen-ever Y. Atupan
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions
 - 1. Able to receive & receipt income of the university as a Special Collecting Officer
 - 2. Able to prepare deposit slips and deposited collections intact the next banking day
 - 3. Able to process bond application for Bonded Officials to Bureau of Treasury
 - 4. Able to get the request Bank Statement to the depository bank for verification of fund releases from the other agencies

- Summary of Actual Duties
- 1. Accommodate various request and inquiries from clients.
- 2. Request Bank Statement to the depository bank for verification of fund releases from the other agencies
- 3. Process bond application for Bonded Officials to Bureau of Treasury
- 4. Deliver checks of VSU suppliers in Tacloban City
- 5. Receive & receipt income of the university as a Special Collecting Officer
- 6. Receipt and record fund releases from other agencies
- 7. Prioritize Senior Citizen/PWD and Pregnant Women in paying school fees and other services.
- 8. Prepare petty cash advance for emergency use of the office.
- 9. Set as the IT personnel on the cash office.

CELSO. F. SACRO

(Signature over Printed Name of Employee/Applicant)

Date: _____