

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

FIRST NAME

MIDDLE NAME

SACRO

CELSO

FRADES

3. DATE OF BIRTH
(mm/dd/yyyy)

05/28/1972

4. PLACE OF BIRTH

CALOOCAN CITY

5. SEX

☒ Male☐ Female

6. CIVIL STATUS

☐ Single☒ Married☐ Widowed☐ Separated☐ Other/s:

7. HEIGHT (m)

1.78 m

8. WEIGHT (kg)

75

9. BLOOD TYPE

A

10. GSIS ID NO.

2001712872

11. PAG-IBIG ID NO.

170000272711

12. PHILHEALTH NO.

19-000815363-2

13. SSS NO.

06-1757412-3-000

14. TIN NO.

917-640-617

15. AGENCY EMPLOYEE NO.

V000459

16. CITIZENSHIP

☒ Filipino☐ Dual Citizenship

☐ by birth☐ by naturalization

Pls. indicate country:

17. RESIDENTIAL ADDRESS

Zone 4

House/Block/Lot No.

Street

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

6521

18. PERMANENT ADDRESS

Zone 4

House/Block/Lot No.

Street

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

6521

19. TELEPHONE NO.

053-563-7295

20. MOBILE NO.

09094903543

21. E-MAIL ADDRESS (if any)

celso.sacro@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

MUAÑA

CORINA

MONTILLANO

PRINCIPAL

VFES

VSU Campus, Visca, Baybay Leyte

563-7190

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

DATE OF BIRTH (mm/dd/yyyy)

XANDER AIDAN MUAÑA SACRO

2006-10-24

XYLEENA MUAÑA SACRO

2010-12-23

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

SACRO

REYNALDO

BITOY

FRADES

ORTENCIA

FUENTES

(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

HIGHEST LEVEL/
UNITS EARNED
(if not graduated)

YEAR
GRADUATED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

From

To

ELEMENTARY

GAAS COMMUNITY SCHOOL

ELEMENTARY

1979

1985

1985

W/HONOR

SECONDARY

BAYBAY NATIONAL HIGH SCHOOL

HIGH SCHOOL

1985

1989

1989

VOCATIONAL /
TRADE COURSE

FRANCISCAN COLLEGE OF THE
IMMACULATE CONCEPTION

ASSOCIATE IN COMPUTER SCIENCE

1994

1996

1996

COLLEGE

FRANCISCAN COLLEGE OF THE
IMMACULATE CONCEPTION

BS in COMMERCE Major in Accounting

1989

1993

1993

GRADUATE STUDIES

N/A

N/A

SIGNATURE

DATE

9/19/2021

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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	DATE
	6/17/2021

[illegible]

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

	INCLUSIVE DATES OF			
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[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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	(Write in full)	(Write in full)
Troubleshoot and diagnose computer problem	N/A	SECULAR FRANCISCAN ALLIANCE
Reformat personal computer		
Install new hardware and software in a computer		
Knows Adobe photoshop program		

SIGNATURE		DATE	6/17/2021
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6/17/2021

34. 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,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☒ YES☐ NO

If YES, give details:
Simple neglect of duty

☐ YES☒ NO

If YES, give details:
Date Filed:
Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

37. 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?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
QUEEN-EVER Y. ATUPAN	VSU-CASH OFFICE,BAYBAY LEYTE	0917-310-8067
RAQUEL H. DOHILING	VSU-CASH OFFICE,BAYBAY LEYTE	0951-034-4062
LOUELLA C. AMPAC	VSU-FINANCE OFFICE,BAYBAY LEYTE	0917-542-3297

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, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: COMPANY ID

ID/License/Passport No.: V000459

Date/Place of Issuance: VSU, VISCA, BAYBAY CITY, LEYTE

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 JUN 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUMABOC
VSU Office Legal Officer

Person Administering Oath

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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: Accounting 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.
 2. 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: _____