

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	MARAPAO			
FIRST NAME	JANE MELODY GRACE	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ARCAYNA			
3. DATE OF BIRTH (mm/dd/yyyy)	12/14/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BISLIG CITY 8311	If holder of dual citizenship, please indicate the details.		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	P14 House/Block/Lot No. Street BANANA VILLAGE DOONGAN Subdivision/Village Barangay BUTUAN CITY AGUSAN DEL NORTE City/Municipality Province 8600	
7. HEIGHT (m)	1.65	18. PERMANENT ADDRESS	P5 House/Block/Lot No. Street COMAWAS Subdivision/Village Barangay BISLIG CITY SURIGAO DEL SUR City/Municipality Province 8311	
8. WEIGHT (kg)	55		ZIP CODE	
9. BLOOD TYPE	B+			
10. GSIS ID NO.	N/A			
11. PAG-IBIG ID NO.	121356985224			
12. PHILHEALTH NO.	18-251792275-8			
13. SSS NO.	09-5284674-9	19. TELEPHONE NO.	N/A	
14. TIN NO.	666-386-747 N/A	20. MOBILE NO.	+639072328110	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	melodymarapao88@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MARAPAO		N/A	N/A
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR) JR	N/A	N/A
MIDDLE NAME	MAGLANGIT		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	ARCAYNA		N/A	N/A
FIRST NAME	RUBY		N/A	N/A
MIDDLE NAME	CAGUIL		(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	BALINGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012		2012	WITH HONORS
SECONDARY	TABON M. ESTRELLA NATIIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2018		2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	CARAGA STATE UNIVERSITY- MAIN CAMPUS	BACHELOR OF SCIENCE IN GEODETIC ENGINEERING	2020	2024		2024	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	DATE	February 25, 2025
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (if Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	88.58%	03/03/2024	AGUSAN NATIONAL HIGH SCHOOL, BUTUAN CITY		
	GEODETIC ENGINEER	73.80%	10/17-18/2024	VCDU PRINCE HOTEL AND GRAND CONVENTION CENTER, BUTUAN CITY	0012892	12/14/2027

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 25, 2025
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[illegible]

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

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
BASIC CARTOGRAPHIC AND SURVEYING SKILLS	JOURNALISM	N/A
WORKING KNOWLEDGE ON QGIS & ENVI SOFTWARES		N/A
COMPUTER LITERATE (MS OFFICE APPLICATIONS)		N/A
LANGUAGE LEARNING		N/A
		N/A
		N/A
		N/A

SIGNATURE		DATE	FEBRUARY 25, 2025
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FEBRUARY 25, 2025

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

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: N/A
- Position: N/A
- Name of Office/Unit: N/A
- Immediate Supervisor: N/A
- Name of Agency/Organization and Location: N/A

- List of Accomplishments and Contributions (if any)

N/A

- Summary of Actual Duties

N/A


JANE MELODY GRACE A. MARAPAO

(Signature over Printed Name
of Employee/Applicant)

Date: June 10, 2025