

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	POSAS		
FIRST NAME	EDGAR	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PENETRADO		
3. DATE OF BIRTH (mm/dd/yyyy)	06-02-1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	4TH AVENUE Street SAN AGUSTIN Barangay BAYBAY City/Municipality LEYTE Province 6521-A ZIP CODE
7. HEIGHT (cm)	167 CM	18. PERMANENT ADDRESS	4TH AVENUE Street SAN AGUSTIN Barangay BAYBAY City/Municipality LEYTE Province 6521-A ZIP CODE
8. WEIGHT (kg)	86 KG	19. TELEPHONE NO.	NONE
9. BLOOD TYPE	O	20. MOBILE NO.	09972585800
10. GSIS ID NO.	CRN-006-0063-6349-5	21. E-MAIL ADDRESS (if any)	
11. PAG-IBIG ID NO.	1700-0029-7732		
12. PHILHEALTH NO.	13-050056000-3		
13. SSS NO.	NONE		
14. TIN NO.	932-315-910		
15. AGENCY EMPLOYEE NO.	V000412		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POSAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSEFINA	NAME EXTENSION (JR., SR)	JOHN LESTHER E. POSAS	1/9/2001
MIDDLE NAME	ESPERANZA		JOHN REY E. POSAS	3/10/2003
OCCUPATION	HOUSE WIFE		ANGEL MAE E. POSAS	11/12/2008
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	POAS			
FIRST NAME	ESTANISLAO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VARRON			
25. MOTHER'S MAIDEN NAME	POSAS			
SURNAME	PENEFRADO			
FIRST NAME	CECILIA			
MIDDLE NAME	BASTE			

(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	SAN AGUSTIN ELEMENTARY SCHOOL	PRIMARY	1975	1981	GRADUATE		N/A
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	HIGH SCHOOL	1981	1985	GRADUATE		N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A		N/A
COLLEGE	VISAYAS STATE UNIVERSITY	B.S FORESTRY	1985	1989	87 UNITS		N/A
GRADUATE STUDIES	N/A	N/A					N/A

(Continue on separate sheet if necessary)

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

SECURITY GUARD LICENSE

R0820180-
302106

3/12/2021

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.

INCLUSIVE DATES
(mm/dd/yyyy)

POSITION TITLE
(Write in full/Do not abbreviate)

DEPARTMENT / AGENCY / OFFICE / COMPANY
(Write in full/Do not abbreviate)

MONTHLY
SALARY

SALARY/ JOB/ PAY
GRADE (if
applicable)& STEP
(Format "00-0")/
INCREMENT

STATUS OF
APPOINTMENT

GOV'T
SERVICE
(Y/ N)

From

To

2/16/2006

Present

SECURITY GUARD

SECURITY SERVICES OFFICE,VSU
BAYBAY CITY, LEYTE

3 STEP 2

REGULAR

Y

2/15/2005

2/14/2006

SECURITY GUARD

GGC SECURITY AGENCY

6,450

N

3/16/2001

1/14/2005

SECURITY GUARD

KAMPILAN SEC. & DETECTIVE AGENCY

5,900

N

10/11/1997

3/15/2001

SECURITY GUARD

ALERT SEC. & DETECTIVE AGENCY

5,400

N

10/7/1995

12/20/1996

SECURITY GUARD

OLGA PROTECTIVE AGENCY

4,800

N

10/7/1990

2/1/1994

CAFGU

356 PC COMPANY

N/A

Y

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 21, 2019

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NO GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
NONE	NONE	ADPA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 21, 2019	CS FORM 212 (Revised 2017), Page 3 of 4
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41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
MILA P. BALAN	SAN AGUSTIN BAYBAY CITY	NONE
ANECITO MARTINEZ SR.	POMPONAN BAYBAY CITY	NONE
CELSO GUMAOD	VSU BAYBAY CITY	NONE

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.)	<i>PLEASE INDICATE ID Number and Date of Issuance</i>
Government Issued ID:	DRIVER'S LICENSE
ID/License/Passport No.:	LTO-HO3-04-001130
Date/Place of Issuance:	5/28/2018 / BAYBAY CITY LEYTE

Signature (Sign inside the box)


21 January 2019

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 23 2019, affiant exhibiting his/her validly issued government ID as indicated above.


 ATTY. RYSAN C. GUINOCOR
 VSU LEGAL OFFICER

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.

Sample: If applying to Supervising Administrative Officer

- Duration: December 15, 2009 – present
- Position: Security Guard I (Regular)
- Name of Office/Unit: Security Services Office
- Immediate Supervisor: Celso Gumaod
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Securing lives and properties of VSU
 - Conduct roving inspection within VSU Campus
 - Apprehend all violators to government and VSU rules, regulations and policies
 - Assist in the traffic flow of vehicles inside the campus especially when there is large events like anniversary, Graduation and others.
 - Assist the pedestrian in passing to the proper way
 - Responds Fire call/ Disaster call at any time.

- Duration: February 16, 2006 – December 14, 2009
- Position: Security Guard I (Casual)
- Name of Office/Unit: Security Services Office
- Immediate Supervisor: Celso Gumaod
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Securing lives and properties of VSU
 - Conduct roving inspection within VSU Campus
 - Apprehend all violators to government and VSU rules, regulations and policies
 - Assist in the traffic flow of vehicles inside the campus especially when there is large events like anniversary, Graduation and others.
 - Assist the pedestrian in passing to the proper way
 - Responds Fire call/ Disaster call at any time.



 EDGAR P. POSAS

(Signature over Printed Name
 of Employee/Applicant)

Date: January 21, 2019