

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 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	VALENZONA		
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MILLEZA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/10/1955	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	GABAS, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
7. HEIGHT (m)	1.65 cm	ZIP CODE	BRGY. GABAS
8. WEIGHT (kg)	74 kg		Subdivision/Village Barangay
9. BLOOD TYPE	"O"		BAYBAY LEYTE
10. GSIS ID NO.	55101003689		City/Municipality Province
11. PAG-IBIG ID NO.	1700-0026-4037	ZIP CODE	6521
12. PHILHEALTH NO.	13-000014291-4		18. PERMANENT ADDRESS
13. SSS NO.	N/A	ZIP CODE	BRGY. GABAS
14. TIN NO.	116-627-452		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	20-351		BAYBAY LEYTE
16. MOBILE NO.	None		City/Municipality Province
17. E-MAIL ADDRESS (if any)	None	19. TELEPHONE NO.	None
20. MOBILE NO.	None	20. MOBILE NO.	None
21. E-MAIL ADDRESS (if any)	None	21. E-MAIL ADDRESS (if any)	None

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Sanches		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Clara	NAME EXTENSION (JR., SR)	Jeffrey S. Valenzona	11/05/1980
MIDDLE NAME	Latras		Randy S. Valenzona	15/09/1981
OCCUPATION	None		Carla S. Valenzona	27/09/1990
EMPLOYER/BUSINESS NAME	None			
BUSINESS ADDRESS	None			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	Valenzona			
FIRST NAME	Zosimo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ygaña			
25. MOTHER'S MAIDEN NAME				
SURNAME	Milleza			
FIRST NAME	Felipa			
MIDDLE NAME	Oquias			

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	Gabas Community School	Elementary	15/05/1962	21/05/1968	Graduate	1968	N/A
SECONDARY	FCIC Baybay Leyte	Secondary	21/05/1968	25/05/1972	Graduate	1972	N/A
VOCATIONAL / TRADE COURSE	None						
COLLEGE	CCC Cebu City	BSMT	24/05/1977	27/05/2080	3rd Year College		N/A
GRADUATE STUDIES							

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

(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	GOVT SERVICE (Y/ N)
From	To						
07/10/2013	PRESENT	Admin. Aide III	Dept. of Development Communication, Visayas State	10,401		Permanent	Yes
06/01/2012	06/30/2013	Admin. Aide I	Dept. of Development Communication, Visayas State	9,365		Permanent	Yes
06/01/2011	05/31/2012	Admin. Aide I	Dept. of Development Communication, Visayas State	8,721		Permanent	Yes
10/01/2010	05/31/2011	Admin. Aide I	Dept. of Development Communication, Visayas State	8,077		Permanent	Yes
06/24/2010	09/30/2010	Admin. Aide I	Dept. of Development Communication, Visayas State	7,947		Permanent	Yes
07/01/2009	06/23/2010	Admin. Aide I	Dept. of Development Communication, Visayas State	7,285		Permanent	Yes
07/01/2008	06/30/2009	Admin. Aide I	Dept. of Development Communication, Visayas State	6,622		Permanent	Yes
10/01/2007	06/30/2008	Admin. Aide I	Dept. of Development Communication, Visayas State	6,020		Permanent	Yes
07/01/2007	09/30/2007	Admin. Aide I	Dept. of Development Communication, Visayas State	5,873		Permanent	Yes
12/01/2004	06/30/2007	Admin. Aide I	Dept. of Development Communication, Visayas State	5,873		Permanent	Yes
10/01/2004	11/30/2004	Utility Worker I	Dept. of Development Communication, Visayas State	5 339		Permanent	Yes
10/01/2001	09/30/2004	Utility Worker I	Dept. of Development Communication, Visayas State	5,209		Permanent	Yes
07/01/2001	09/30/2001	Utility Worker I	Dept. of Development Communication, Visayas State	5,082		Permanent	Yes
01/01/200	06/30/2001	Utility Worker I	Dept. of Development Communication, Visayas State	4,840		Permanent	Yes
10/01/1998	12/31/1999	Utility Worker I	Dept. of Development Communication, Visayas State	4,400		Permanent	Yes
07/01/1997	09/30/1998	Utility Worker I	Dept. of Development Communication, Visayas State	200.00/day		Casual	Yes
01/01/1997	06/30/1997	Utility Worker I	Dept. of Development Communication, Visayas State	200.00/day		Casual	Yes
01/01/1996	12/31/1996	Utility Worker I	Dept. of Development Communication, Visayas State	200.00/day		Casual	Yes
01/01/1995	12/31/1995	Utility Worker I	Dept. of Development Communication, Visayas State	172.73/day		Casual	Yes
01/01/1994	12/31/1994	Utility Worker I	Dept. of Development Communication, Visayas State	127.26/day		Casual	Yes
01/01/1993	12/31/1993	Utility Worker I	Dept. of Development Communication, Visayas State	90.90/day		Casual	Yes
01/01/1992	12/31/1992	Utility Worker I	Dept. of Development Communication, Visayas State	90.90/day		Casual	Yes
01/01/1991	12/31/1991	Utility Worker I	Dept. of Development Communication, Visayas State	90.90/day		Casual	Yes
01/01/1990	12/31/1990	Utility Worker I	Dept. of Development Communication, Visayas State	90.90/day		Casual	Yes
07/01/1989	12/31/1989	Utility Worker I	Dept. of Development Communication, Visayas State	90.90/day		Casual	Yes
01/01/1989	06/30/1989	Utilityman	Dept. of Development Communication, Visayas State	32.85/day		Casual	Yes
12/05/1988	12/31/1988	Utilityman	Dept. of Development Communication, Visayas State	32.85/day		Casual	Yes
02/01/1983	03/31/1983	Laborer	Dept. of Development Communication, Visayas State	14.95/day		Casual	Yes
01/01/1982	12/31/1982	Laborer	Dept. of Development Communication, Visayas State	14.95/day		Casual	Yes
03/01/1981	12/31/1981	Laborer	Dept. of Development Communication, Visayas State	14.95/day		Casual	Yes
01/26/1981	02/28/1981	Laborer	Dept. of Development Communication, Visayas State	13.00/day		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 24, 2019	CS FORM 212 (Revised 2017), Page 2 of 4
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[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

[Signature]

DATE	June 24, 2019
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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

☐ 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.
DR. LOURDES B. CANO (Director for Administration and Human Resource	VSU, BAYBAY CITY, LEYTE	335 2609
DR. ANTONIA CECILIA Y. SANDOVAL (Dean, CAFS)	VSU, BAYBAY CITY, LEYTE	563 7435
DR. CHRISTINA A. GABRILLO (Department Head)	DDC, VSU, BAYB AY CITY, LEYTE	335 2650

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: **V000530**

ID/License/Passport No.: **ID**


Date/Place of Issuance: **VSU,Visca Baybay, Leyte**

Signature (Sign inside the box)

Date Accomplished



PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **17 JUL 2019**, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

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