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. 1. CS ID No. Print legibly. Tick appropriate boxes (and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME AVELLANA NAME EXTENSION (JR., SR) FIRST NAME RIJUN MIDDLE NAME RABI 3. DATE OF BIRTH 4/17/1984 16. CITIZENSHIP (mm/dd/yyyy) | Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH BAYBAY LEYTE If holder of dual citizenship Pls. indicate country: please indicate the details 5. SEX ✓ Male ☐ Female Single ✓ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS JOSE P. LAUREL ☐ Widowed House/Block/Lot No. Separated Street ZONE 6 Other/s: Subdivision/Village Barangay BAYBAY 5'4" 7. HEIGHT (m) LEYTE City/Municipality Province 8. WEIGHT (kg) 75 ZIP CODE 6521-A 18. PERMANENT ADDRESS 9. BLOOD TYPE "A" JOSE P. LAUREL House/Block/Lot No. Street ZONE 6 10. GSIS ID NO NONE Subdivision/Village Barangay 11. PAG-IBIG ID NO. BAYBAY LEYTE NONE City/Municipality Province 12. PHILHEALTH NO 13-050150605-3 ZIP CODE 6521-A 13. SSS NO. NONE 19. TELEPHONE NO NONE 14 TIN NO 939-668-323 20. MOBILE NO. 09551583688 15 AGENCY EMPLOYEE NO V02213 21. E-MAIL ADDRESS (if any) rijun.avellana@vsu.edu.ph FAMILY BACKGROUND **AVELLANA** 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) III FIRST NAME FARRAH GUCELA MIDDLE NAME LARA ANTONETTE G. AVELLANA 12/5/2005 OCCUPATION NONE EMPLOYER/BUSINESS NAME NA **BUSINESS ADDRESS** N/A TELEPHONE NO NONE FATHER'S SURNAME DECEASED NAME EXTENSION (JR., SR) SENIOR FIRST NAME MIDDLE NAME 25 MOTHER'S MAIDEN NAME SURNAME **AVELLANA** FIRST NAME JUANITA MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP/ NAME OF SCHOOL PERIOD OF ATTENDANCE HIGHEST LEVEL/ BASIC EDUCATION/DEGREE/COURSE ACADEMIC HONORS LEVEL YEAR UNITS EARNED (Write in full) (Write in full) GRADUATED (if not graduated) RECEIVED From To BAYBAY SOUTH CENTRAL SCHOOL FIEMENTARY PRIMARY EDUCATION 1993 1999 GRADUATED 1999 NONE SECONDARY HILAPNITAN ALS CENTER HIGH SCHOOL 2022 2023 GRADUATED 2023 NONE VOCATIONAL / CALUBIAN LEARNING CENTER **DRIVING NCII** N/A N/A N/A N/A NA/ TRADE COURSE COLLEGE N/A NA N/A NIA N/A N/A N/A GRADUATE STUDIES N/A N/A NA NA N/A SIGNATURE DATE 6-13-25

2004

| | | | | | | | | · LICENSÉ (if ap | 2 5 |
|--|---------------------------------|--|---|---|--|-----------------------------------|---|--------------------------|----------------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | | | RATING DATE OF (If Applicable) EXAMINATION / F CONFERMENT | | PLACE OF EXAMINA | PLACE OF EXAMINATION / CONFERMENT | | | Date of Validity |
| DRIVER'S LICENSE PROF | | PROF | 4/16/2022 | LTO BAYBAY | | | H03-05-001440 | 4/17/2032 | |
| | | | | | | | 11000000 | | |
| | | | | | | | | | |
| | | | (Co | ntinue on separate sheet if | nerecani | | | | |
| | XPERIENCE ate employmen | t. Start from your recent | | | | Work Experi | ience sheet. | | |
| | JSIVE DATES m/dd/yyyy) To | 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) |
| | Present | DRIVER | II | VISAYAS STA | ATE UNIVERSITY | 16209.00 | 4 | CONTRACTUA | YES |
| Jan. 20, 2018 | Oct. 31, 2024 | ADMIN. AIDE I (Driver, | Mechanic Aide) | VISAYAS STA | ATE UNIVERSITY | 568.70/day | N/A | JO | YES |
| luly. 14,2014 | Dec. 3, 2017 | Painter | 1586 | VISAYAS STA | ATE UNIVERSITY | 300/DAY | N/A | JO | NO |
| Apr. 25, 2003 | Oct. 12, 2017 | Family dri | ver | Pi | rivate | 300/DAY | N/A | N/A | NO |
| | | | | | | | | | |
| | | | | | | | | | |
| | | 80.81 | | | | | | | |
| | | | | | | | | | |
| | 202 | | | | | | The Cast | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | W 20 784 D -50 1847 A | | | |
| | | | | | - actions and the first transfer | | | | |
| | | | | Resident Street Street | | | | | |
| | | | | | | | ,540 | | |
| | | | | | | | | 1 | |
| | | | | 1 | | | | | |
| | | | | | | | | | |
| | | en la presenta de la constanta | well a few sections | | | | | | |
| | | | | | was a superior of the superior | | h h | | 1 335 |
| | 7555055 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | 100 | |
| | | | | | | | | | |
| | | | (Co | ntinue on separate sheet if | neressani | | | | No. of the second |
| SIGNA | ATURE | P.7 | 100 | as on separate sheet ii | DATE | C | 13-2 | 25 | |
| | | 9 | | TOP SEEDS | | | | S FORM 212 (Revised 20 | 17), Page 2 of |

7 -- 4 - 1

| VI. VOLUNTARY WORK OR INVOLVEM | | / PEOPLE / Vo | LUNTARY OR | GANIZATION/S | | |
|---|--|----------------------------------|---------------------|---------------------|--------------------------------|--|
| | SS OF ORGANIZATION | INCLUS | IVE DATES | 1 | | |
| (Wi | ite in full) | (mm/ | /dd/yyyy) To | NUMBER OF HOURS | | POSITION / NATURE OF WORK |
| N/ | A | | T 31.3.2. | | | |
| | | | | | | |
| | | | 1 | | | |
| | | - | | | | |
| | | | ļ., | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| VII. LEARNING AND DEVELOPMENT (| (C &D) INTERVENTIONS/TRAINING P | Continue on separate | sheet if necessar | y) | | |
| Start from the most recent L&D/training program a | | | | hief/Executive/Mana | gerial positions) | |
| 30. TITLE OF LEARNING AND DEVELOPME | NT INTERVENTIONS/TRAINING PROGRAMS | INCLUSIVE DATES OF ATTENDANCE | | NUMBER OF HOURS | Type of LD (Managerial/ | CONDUCTED/ SPONSORED BY |
| | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | | (mm/dd/yyyy) | | Supervisory/ Technical/etc) | (Write in full) |
| DRIV | ING | Apr. 18, 2018 Apr | Apr. 18, 2018 | 4 Hours | Technical | TESDA |
| | | 7477.10, 2010 | 741.10,2010 | 7.10010 | Tooming | ILSDA |
| | | | | | | |
| | | | | | | |
| | | | - | | | |
| | | | | | | |
| | | | - | | | |
| | | | | | | |
| | | | 1 | | | |
| | | | - | | | |
| | | | | | | |
| | | - | - | | | |
| | | - | - | | | Abat SSEction 224 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 1 | | | | | |
| | | | UN 1975 | | | |
| | anasanas si i | S days | rates. | | | COLLEGE SOLFIERS |
| | | | | | | |
| The second of the second | F. Server and Law | | | | 0.36. | |
| | | | | 100110107 | 1 2 3543 | |
| VIII. OTHER INFORMATION | (C | ontinue on separate | sheet if necessar | Y) | | |
| | N N | ON-ACADEMIC DIST | INCTIONS / RECO | GNITION | | MEMBERSHIP IN ASSOCIATION/ORGANIZATION |
| 31. SPECIAL SKILLS and HOBBIES |). | 32. (Write in full) | | | | 33. (Write in full) |
| DRIVING | | N/A | | | | |
| MECHANIC AIDE | | | | | | |
| | | | eservice and | | | and the second s |
| | | | M III i | | | |
| | A COURT OF THE PARTY OF THE PAR | | | | | |
| | | | | | | |
| | | | | | | |
| CICNATURE | (1) 'L | Continue on separat | e sheet if necessal | | ATE | 6-13-25 |
| SIGNATURE | VI | | | | | CS FORM 212 (Revised 2017) Page 3 |

| 34. | Are you related by consanguinity or affinity to the appointin 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 - Ca | YES V NO | | | | | |
| | St. Maille and router abgree (for 2002). So to minimum of the | | | | | | |
| | | | If YES, give details: | | | | |
| | | | | | | | |
| 35. | a. Have you ever been found guilty of any administrative of | fense? | ☐ YES ☑ NO | | | | |
| | | | If YES, give details: | | | | |
| | | | | | | | |
| | | | | | | | |
| | b. Have you been criminally charged before any court? | | YES NO | | | | |
| | | | If YES, give details: | | | | |
| | | Date Filed: | | | | | |
| | | | Status of Case/s: | | | | |
| | | | Status of Casers. | | | | |
| 36. | | iny 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 | ne following modes: resignation, | YES NO | | | | |
| | retirement, dropped from the rolls, dismissal, termination, e | nd of term, finished contract or phased out | If YES, give details: | | | | |
| | (abolition) in the public or private sector? | · · · · · · · · · · · · · · · · · · · | | | | | |
| 20 | a. Have you ever been a candidate in a national or local ele | action held within the last year (except | | | | | |
| 38. | Barangay election)? | ection held within the last year (except | ☐ YES ☑ NO | | | | |
| | Balangay election): | | If YES, give details: | | | | |
| | b. Have you resigned from the government service during t | he three (3)-month period before the last | ☐ YES ☑ NO | | | | |
| | election to promote/actively campaign for a national or loca | | _ | | | | |
| | election to promoteractively campaign for a national of loca | i candidate : | If YES, give details: | | | | |
| 39. | Have you acquired the status of an immigrant or permanen | t resident of another country? | ☐ YES ☑ NO | | | | |
| | | | If YES, give details (country): | | | | |
| | | | in TES, give details (country). | | | | |
| | | | | | | | |
| 40. | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma | gna 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? | | | | | | |
| | The year a manual of any margement group? | | │ □ YES □ NO If YES, please specify: | | | | |
| b. | Annual and annual with the shift O | | | | | | |
| ٥. | Are you a person with disability? | YES VO | | | | | |
| | and the state of the | | If YES, please specify ID No: | | | | |
| C. | Are you a solo parent? | | YES INO | | | | |
| | | | If YES, please specify ID No: | | | | |
| 41. | REFERENCES (Person not related by consanguinity or affinity to applicant | (annointee) | | | | | |
| | the second contract of | rapposition) | | | | | |
| | NAME | ADDRESS | TEL. NO. | | | | |
| | MARIO LILIO P. VALENZONA | VSU, PPO, Baybay City | 9176341514 | | | | |
| - | | 700,170, Baybay Gity | 3170341314 | | | | |
| | MARLON G. BURLAS | VSU, PPO, Baybay City | 9176341520 | | | | |
| | AMIEL R. ARMADA | VOLUMBE P. L. O. | 0151001000 | | | | |
| | | VSU, PPO, Baybay City | 9154094809 | | | | |
| 42. | I declare under oath that I have personally accomplished | d this Personal Data Sheet which is a tr | rue, correct and | | | | |
| | complete statement pursuant to the provisions of pertir | nent laws, rules and regulations of the | Republic of the | | | | |
| | Philippines. I authorize the agency head/authorized representations of the property of the pro | entative to verify/validate the contents state | ed herein. | | | | |
| | agree that any misrepresentation made in this docu | ument and its attachments shall cause | e the filing of RISUND AVELLANA | | | | |
| | administrative/criminal case/s against me. | | | | | | |
| | | | | | | | |
| G | overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) | - 200 C 100 | The same of the sa | | | | |
| P | EASE INDICATE ID Number and Date of Issuance | 011 | | | | | |
| G | overnment Issued ID: Driver's License | And | | | | | |
| _ | Divers License | 0// | | | | | |
| ID | /License/Passport No.: H03-05-001440 | Signature (Sign inside the bo | M series and a ser | | | | |
| 0 | te/Place of Issuance: BAYBAY CITY | 06 - 13 - 25 | /A) | | | | |
| L | DATEAT CITY | Date Accomplished | Right Thumbmark | | | | |
| - | OUDO ODIDET | | | | | | |
| | SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | |
| | | Pill. | | | | | |
| | | Kolem | anger promise and a six of an artist of the | | | | |
| | . Tapagagha apara a a mai haifi balan an ahai a l | ATTY, KAREN ABEGUL S. HON | ERON | | | | |
| | | VSU Direct or, Leg al Affairs and Ser | vices | | | | |
| | | D | | | | | |
| | | Person Administering Oath | | | | | |

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: January 20, 2018 Present Position: Admin. Aide I (Driver, Mechanic Aide)
- Name of Office/Unit: Motor Pool Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

Summary of Actual Duties

- . Drive Light and Medium Vehicles
- . Assist in repair and maintenance of Heavy and Light Equipment.
- . Cleaning of Motor Pool surroundings and Garage

(Signature over Printed Name of Employee/Applicant)

Date: 07-01-25