CS Form No. 212

Revised 2017

PERSONAL DATA SHEET

752

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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM (Do not fill up. For CSC use only) 1. CS ID No. Print legibly. Tick appropriate boxes () and use separate sheet if necessary, Indicate N/A if not applicable. DO NOT ABBREVIATE. BARTOLINI 2 SURNAME IAME EXTENSION (JR., SR) FIRST NAME MANUEL MIDDLE NAME CUARENTA 3. DATE OF BIRTH 16. CITIZENSHIP May 4, 1960 ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: Philippine 4. PLACE OF BIRTH If holder of dual citizenship. Baybay, Leyte please indicate the details. Female Philippines T 5. SEX ✓ Male Single ✓ Married 17. RESIDENTIAL ADDRESS Zone 1 6 CIVIL STATUS House/Block/Lot No. Widowed Separated Guadalupe Other/s: Subdivision/Village Barangay Baybay City Leyte 1.66 m 7. HEIGHT (m) City/Municipality Province ZIP CODE 6521 8. WEIGHT (kg) 64.0 (kg) Zone 1 18 PERMANENT ADDRESS "B" 9. BLOOD TYPE House/Block/Lot No. Street Guadalupe 10. GSIS ID NO. (B60J4MCB038) 60050402455 Subdivision/Village Barangay Baybay City Levte 11. PAG-IBIG ID NO. 0801-01824-11 City/Municipality Province 13-000014468-2 ZIP CODE 6521 12. PHILHEALTH NO. (053) 565-0600 13 SSS NO... None 19. TELEPHONE NO. / 09753524084 14. TIN NO. 104-031-265 20. MOBILE NO. V00571 manuelcbartolini@gmail.com 15. AGENCY EMPLOYEE NO. 21 E-MAIL ADI .com 22. SPOUSE'S SURNAME Bartolini 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) Nijela Ciedelle R. Bartolini May 31, 2001 Cilla FIRST NAME Ramada MIDDLE NAME OCCUPATION Plain house wife EMPLOYER/BUSINESS NAME None BUSINESS ADDRESS None TELEPHONE NO. None 24. FATHER'S SURNAME Bartolini (Deceased) IAME EXTENSION (JR., SR) Alvaro FIRST NAME Valenzona MIDDLE NAME MOTHER'S MAIDEN NAME Bartolini (Deceased) SURNAME Cuarenta FIRST NAME Tomasa MIDDLE NAME Abanera (Continue on separate sheet if necessary) SCHOLARSHIP ACADEMIC HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL UNITS FARNED GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To ELEMENTARY **Guadalupe Community School** rimary Education 1967 1975 1975 None SECONDARY Experimental Rural High School 1975 1979 1978 None VOCATIONAL / Junior Secretarial Course Graduate 1982 Franciscan Coll of the Immaculate Conception 1980 1982 None TRADE COURSE 1991 Franciscan Coll of the Immaculate Conception BS in Commerce Graduate None COLLEGE 1986 1991 GRADUATE STUDIES None None None None None None SIGNATURE DATE

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		t. Start from your recer	nt work) Descriptio	on of duties should	be indicated in the attac	hed Work Ex	T	et.	
	USIVE DATES nm/dd/yyyy)	POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP	STATUS OF	GO' SER\
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1/15/2021	Present	Adminstrative	Aide III		State University	13,018.44	m 88.	Casual	Y
5/14/2020	Present	Adminstrative		14-74-34-3	State University	13,018.44	(ps) 0 s	Casual	Y
1/1/2020	Present	Adminstrative			State University	11,808.13		Casual	Y
1/1/2018	Present 42/24/2047	Adminstrative			State University	11,913.00	0.806/200	Casual	Y
1/1/2017	12/31/2017	Adminstrative	MSO		State University	11,913.00	1-01824-1	Casual	Y
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1/1/2010	12/31/2010	Adminstrative	Aide III	Visayas	State University	7,307.08	3,755,170,01	Casual	Y
1/1/2007	12/31/2009	Adminstrative	Aide III	Leyte S	tate University	6,642.90	30.0	Casual	Y
1/1/2001	12/31/2006	Clerk 1 / Administra	ative Aide III	Leyte S	tate University	6,039.00	25\$-180 AS	Casual	Y
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9/1/1983	4/30/1984	Clerk Aid	le	Visayas State	Coll of Agricutture	326.70	1131 1-15	Casual	Y
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AND RESIDENCE OF THE PARTY OF T			(Con	tinue on separate sheet	if necessary)			No.	

IV. CIVIL SERVICE ELIGIBILITY

/!. VÖLUNTARY WORK OR INVOLVEMEN	IT IN CIVIC / NON-GOVERNMEN			ORGANIZATI	ON/S	he to grather second parelest uply 21%.
29. NAME & ADDRESS OF (Write in f			VE DATES dd/yyyyy) To	NUMBER OF HOURS	e acpointed	POSITION / NATURE OF WORK
Philippine Guardians Brotherhood, Incorporated -BUFFALO Chapter Brgy. Guadalupe, Baybay City, Leyte		12/16/2010	Present	NA PRECIN	The state of the s	GBI BUFFALO Chapter ovincial Scretary
Reservist Philippines Army (Part Timer Soldier)			Present	NA	President of Special Basic Citizen Military Training(SBCMT CL-01-17)/Ready Reserve BN	
	int are two, 25 in					
III. LEARNING AND DEVELOPMENT (L&	D) INTERVENTIONS/TRAINING		ATTENDED		agerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)			INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		Type of LD { Managerial/ Supervisory/ Technical/etc)	(Write in full)
Gender Sensitivity Training for the Gua Cooperative Members	dalupe Consumers	March 14, 2017	March 14, 2017	8hrs		Institute or Strategic Research and Deve- lopment Studies (ISRDS) VSU, Visca, Baybay City,
Data Appreciation Seminar of 27th Nationa	I Statistics Month	October 10, 2016	October 10, 2016	8hrs	Schice II a	Dept. of Statistics, VSU, Visca, Baybay City, Le
ersonality Development for Frontliners		Sept. 20, 2012	Sept. 20, 2012	8hrs	Viete	Office of the Director for Administration & Human Resource Devlopment
otal Quality Management Among Administrative Pers	onnel day [] iggs	March 18, 2010	March 19, 2010	24hrs	hio laca ish	Office of the Director for Administration & Human Resource Devlopment
Special Basic Cititizen Military Training (SBCTM-CL-01-2017)			March 24, 2018	240hrs	enoper e o	8th Regional Community Defense Group, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
Barangay Coastal Clean-up activity			May 20 2018'	8hrs	rigran! or per	Brgy. Hilapnitan, Baybay City, Leyte
Company Assembly Test(CAT) 2018 for the Ready Reserve 1 of 804RRIBn - Machine Gunner 1, 2PL, A Coy , 804RRIBn			Sept. 09, 2018	O angsivi (J)	ot (RA 8371)	HEADQUARTERS 804th Community Defense Center, 8th RCDG ARMY RESERVE COMMAND Kuta Kankabato, Sn Jose, Tacloban City, Leyte
Squad Sustainment Training Class 01-2018			Nov. 18, 2018	40hrs	0003 10 10 (000)	8th Regional Community Defense Group, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
Platoon Sustainment Training Class 01-2018			Dec. 01, 2018	32hrs		8th Regional Community Defense Group, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
Warfighting Competency Training			Dec. 9, 2018	72hrs		HEADQUARTERS ARMY RESERVE COMMAND Camp Riego de Díos, Tanza, Cavite
Company Refresher Training 2019 for the RF	4 CM 177	5/25/2019	May26 2019'	16 hrs	Water Cook Look See To See Cook Look	8th Regional Community Defense Group, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
Exemplary performance of duty render Reservist during the conduct of Advanc Training of VSU Reserve Officers' Traini	e and Basic ROTC	April 2019	May 4 2019'	32hrs		ROTCU, VSU, Visca, Baybay City, Leyte
community Support Program Trainin	g Cl-02-19	Aug.19, 2019	Sept. 2, 2019	88hrs		Headquarters 8th Infanry (STORMTROOPERS) Division, Philippine Army, Camp General Vicente Lukban, Catbalogan City, Samar
Pre-Deployment training/Active De	ity Training SY 2019-2020	Nov. 9, 2019	Nov. 30, 2019	8hrs	nosos Visno	8th Regional Community Defense Group, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
pecial Orders #25 - Tactical NCO (ROTCU) ity, Leyte (2nd Semester School Year 20		2/10/2020	6/1/2020	100hrs	provisions o	8th Regional Community Defense Group, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
SO 9001:2015 Awarness/Re-awarene	As well and as in the	Nov. 27, 2020	Nov. 27, 2020	8 hrs	made in ti	OUR MISS VSU, Visca, Baybay City, Leyte
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evoda betspihruka Gutnammevop h		5.			ant em	SUBSCRIBED AND SWOPN to before
III. OTHER INFORMATION	(Con	tinue on separate :	ыeet IT necessary)			
31. SPECIAL SKILLS and HOBBIES	32. NON	-ACADEMIC DISTIN	ICTIONS / RECOGI	NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)
Playing Guitar & Singing TYPIST/COMPUTER LITERATE	ACCO DE LA CONTRACTOR D	foliar militaria		- The second		Administrative Personnel Association
						Army Reserve Command (ARESCOM) PA
		tinue on separate s	heet if necessary)			
SIGNATURE	Matte			DA	TE	

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 apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)? yes If YES, give 35. a. Have you ever been found guilty of any administrative offense? yes If YES, give Date F Status of Cas 16. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation	✓ NO details:
a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)? If YES If YES, give 35. a. Have you ever been found guilty of any administrative offense? Description YES If YES, give YES If YES, give Date F Status of Case Asserting the proportion of any crime or violation of any degree or requirement or requirement.	✓ NO details: ✓ NO details:
b. within the fourth degree (for Local Government Unit - Career Employees)? YES If YES, give	✓ NO details: ✓ NO details:
b. Within the fourth degree (for Local Government Unit - Career Employees)? YES If YES, give	details: NO details:
35. a. Have you ever been found guilty of any administrative offense? D. Have you been criminally charged before any court? TYES If YES, give to Date F Status of Case Status of Case Status of Case TYES If YES, give to Date F Status of Case The property of any crime or violation of any decree or requirement requirements.	✓ NO details:
b. Have you ever been convicted of any crime or violation of any law decree ordinance or regulation.	details:
b. Have you ever been convicted of any crime or violation of any law decree ordinance or regulation	details:
b. Have you been criminally charged before any court? YES If YES, give of Date F Status of Case Have you ever been convicted of any crime or violation of any law decree ordinance or regulation	✓ NO
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as Have you ever been convicted of any crime or violation of any law decree ordinance or regulation	
36. Have you ever been convicted of any crime of violation of any law, decree, ordinance or regulation. I	
hy any court or tribunal?	✓ NO
If YES, give of	details:
2012 1 Sept. 18 (1980) 1980 1980 1980 1980 1980 1980 1980 1980	sumband will all median ye after a same
37. Have you ever been separated from the service in any of the following modes: resignation,	✓ NO
retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased If YES, give or	details:
out (abolition) in the public or private sector?	
38. a. Have you ever been a candidate in a national or local election held within the last year (except	✓ NO
Barangay election)?	
b. Have you resigned from the government service during the three (3)-month period before the last	✓ NO
election to promote/actively campaign for a national or local candidate? If YES, give	
20. Have you acquired the status of an immigrant or permanent resident of another country?	
See Any and the second field	✓ NO
If YES, give o	details (country):
40 Duranation (a) indicators Populate Act (DA 0274), (b) May 20 of 5 Division (DA	
 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 Aro you a member of any indigenous group?	Dutte De mand en militation en en en en en
YES If YES, please s	necify: NO
b. Are you a person with disability?	✓ NO
gross hourance were word and a second and second se	
c. Are you a solo parent?	✓ NO
If YES, please s	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)	
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NAME ADDRESS TEL. NO.	xemplary er owniance of any rendered
Dr. Edgardo E. Tulin, Ph.D VSU, Visca, Baybay City, Leyte 563-7067	eservist a surfine conducted Adventure
	coning the second second
Engr. Eliezer L. Velasco Baybay City, Leyte 563-7428	A STATE OF STREET
Mrs. Marwen A. Castañeda VSU, Visca, Baybay City, Leyte 565-0600	
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and	re-Desiloy and Property Survey Survey
complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the	DV 101 T
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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: VSU ID/License/Passport No.: V000571 Date/Place of Issuance: January 2, 2010 - VSU, Visca, Bavbav Citv, Levte SUBSCRIBED AND SWORN to before me this , affiant exhibiting his/her validly	Right Thumbmark

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: October 1, 1991 - present

· Position: Administrative Aide III

• Name of Office/Unit: Registrar's Office

• Immediate Supervisor: MARWEN A. CASTAÑEDA & C. Cartillo

- Name of Agency/Organization and Location: Registrar's Office, VSU, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - To evaluate, update, prepared and files of new students permanents records and registration permit for enrolment of BSChem, BSAgChem, BSBio, BSMarineBio, BSStatistics, BSBiotech, ABELS-AB, BSForesty, BS EnviMgmt, BSFood&Tech; request and follow up the Form 137-A and transcript of records; prepared and issued the transcript of records and certification of undergraduate and graduate for employment and transfer to other school and performs other related function.

MANUEL C. BARTOLINI
(Signature over Printed Name

of Employee/Applicant)

Date: February 17, 2021