

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 GSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CAORTE		
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	ESTREMOS		
3. DATE OF BIRTH (mm/dd/yyyy)	August 02, 1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Albuera, Leytte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Purok Okra House/Block/Lot No. Street Liloan Subdivision/Village Barangay Ormoc Leyte City/Municipality Province
7. HEIGHT (m)	163cm	ZIP CODE	
8. WEIGHT (kg)	72.8 KS		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Purok Okra House/Block/Lot No. Street Liloan Subdivision/Village Barangay Ormoc Leyte City/Municipality Province
10. GSIS ID NO.	000-6106-5421-5	ZIP CODE	6521
11. PAG-IBIG ID NO.	121052603037		
12. PHILHEALTH NO.	13-050024648-1		
13. SSS NO.	06-1068421-5	19. TELEPHONE NO.	NONE
14. TIN NO.	165-945-346	20. MOBILE NO.	09363221094
15. AGENCY EMPLOYEE NO.	V01112	21. E-MAIL ADDRESS (if any)	NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAORTE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PERLA	NAME EXTENSION (JR., SR)	JUNE NIÑO P. CAORTE	January 30, 2003
MIDDLE NAME	PEPITO			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAORTE			
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	CALABIA			
25. MOTHER'S MAIDEN NAME	LATIVO			
SURNAME	ESTREMOS			
FIRST NAME	VISICTACION			
MIDDLE NAME	N/A			

(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	ALBUERA CENTRAL SCHOOL	Primary	1976	1981	Graduated	1981	None
SECONDARY	ALBUERA PRIVATE HIGH SCHOOL	Secondary	1981	1985	Graduated	1985	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	ViSCA, Baybay City, Leyte	BSF II	1986	1988	84 units	UNDERGRAD	None
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12 - 01 - 22	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	--	------	--------------	---

[illegible]

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

[illegible]

SIGNATURE		DATE	12-01-'22	CS FORM 212 (Revised 2017), Page 2 of 4
-----------	---	------	-----------	---

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHI BETA KAPPA FRATERNITY SORORITY	1985	PRESENT		MEMBER
	KABALIKAT CIVICOM	2010	PRESENT		MEMBER
	GUARDIAN (VSU CHAPTER)	2000	PRESENT		MEMBER

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)



30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	RLM SEMINAR	6/19/2021	6/19/2021	4 hrs	Technical	OUDDRM CONFERENCE ROOM
	BASIC LIFE SUPPORT PROVIDER'S COURSE HEALTH CARE PROVIDER	09-05-2019	09-06-2019	16 hrs	Technical	DOH
	RE-TRAINING/REFRESHER COURSE (RTC)	12-06-2018	12-11-2018	40 hrs	Technical	JVO DYNAMIC SECURITY TRAINING ACADEMY, INC.
	VSU FIRE BRIGADE	11-05-2018	11-09-2018	40 hrs	Technical	BFP REGION VIII
	FIRE PREVENTION SEMINAR AND TRAINING ON MASS CASUALTY INCIDENT RESPONSE	03-27-2018		8 hrs	Technical	BFP/ODAHRD/SSO
	EMERGENCY RESPONSE SKILLS TRAINING	03-14-2018	03-18-2018	40 hrs	Technical	BFP/ODAHRD/SSO
	FIRE CONSCIOUSNESS/PREPAREDNESS	02-27-2018		8 hrs	Technical	CONVENTION CENTER
	RE-ORIENTATION SEMINAR FOR SECURITY GUARDS	09-04-2014		8 hrs	Technical	QAC/ODAHRD/SSO
	PADPAO RE-TRAINING COURSE	09-19-2012	03-31-2012	40 hrs	Technical	PADPAO RT PRIVATE SEC. ACAD.
	GENDER SENSITIVITY TRAINING OF SEXUAL HARASSMENT ORIENTATION FOR FRONTLINE SERVICE PROVIDERS	09-17-2012		8 hrs	Technical	ODAHRD/SSO
	SEMINAR ON FIRE PREVENTION	01-21-2012		8 hrs	Technical	CONVENTION CENTER

(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)
	DRIVING		CERTIFICATE OF RECOGNITION BFP BAYBAY CITY ON OCTOBER 16, 2018		ADMINITRATIVE PERSONNEL ASSOCIATION (AdPA)
	FIRE FIGHTING		CERTIFICATE OF APPRECIATION FOR FIRE CONSCIOUSNESS AND PREPARENESS ON FEBRUARY 27, 2008		
			COMMENDATION FOR HAVING ACTIVELY PARTICIPATED IN FIRE OLYMPICS (BFP) ON MARCH 31, 2010		
			CERTIFICATE OF RECOGNITION FOR SELFLESS AND UNTIRING EFFORT IN ASSISTING OUR FIRE FIGHTERS IN BRGY. BUNGA		

(Continue on separate sheet if necessary)

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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>MS. CHERYL BATUCAN</td><td>BGY. LILOAN, ORMOC CITY</td><td></td></tr><tr><td>MR. ROMEO CALABIA</td><td>BGY. LAWIS, ALBUERA LEYTE</td><td></td></tr><tr><td>MR. SALDY PITOGO</td><td>BGY. LILOAN, ORMOC CITY</td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	MS. CHERYL BATUCAN	BGY. LILOAN, ORMOC CITY		MR. ROMEO CALABIA	BGY. LAWIS, ALBUERA LEYTE		MR. SALDY PITOGO	BGY. LILOAN, ORMOC CITY	
NAME	ADDRESS	TEL. NO.												
MS. CHERYL BATUCAN	BGY. LILOAN, ORMOC CITY													
MR. ROMEO CALABIA	BGY. LAWIS, ALBUERA LEYTE													
MR. SALDY PITOGO	BGY. LILOAN, ORMOC CITY													
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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DRIVER LICENSE ID/License/Passport No.: H03-07-001934 Date/Place of Issuance: AUG 8, 2019 / BAYBAY CITY</div>	<div><div><div></div><div>Signature (Sign inside the box)</div></div><div>Date Accomplished</div></div>	<div> ENRIBU E. CADAYTE JR.  Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 08 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>ATTY. RYAN C. GUINOCOR YSU Chief Legal Officer Person Administering Oath</div>														

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

- Duration: July 2, 2008 - Present
 - Position: Casual
 - Name of Office/Unit: OUDRRM
 - Immediate Supervisor: Julius V. Abela
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Fire Fighting Training
 - Summary of Actual Duties
 - Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.
-
- Duration: February 9, 2008 – July 1, 2018
 - Position: Job Order
 - Name of Office/Unit: Security 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
 - Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.

Enrigo B. Caorte Jr.
 (Signature over Printed Name
 of Employee/Applicant)

Date: 12 Jan. 2022