

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	LARROSA		
FIRST NAME	JOSEFINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANDRAS		
3. DATE OF BIRTH (mm/dd/yyyy)	6/19/1964	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	490 House/Block/Lot No. Street Brgy. Tinag-an Subdivision/Village Barangay Albuera Leyte City/Municipality Province 6542
7. HEIGHT (m)	1.43M	18. PERMANENT ADDRESS	490 House/Block/Lot No. Street Brgy. Tinag-an Subdivision/Village Barangay Albuera Leyte City/Municipality Province 6542
8. WEIGHT (kg)	65		19. TELEPHONE NO.
9. BLOOD TYPE	"O"	20. MOBILE NO.	09272289749
10. GSIS ID NO.	64061900797	21. E-MAIL ADDRESS (if any)	josie61964@yahoo.com
11. PAG-IBIG ID NO.	1700-0025-2704		
12. PHILHEALTH NO.	13-000015351-7		
13. SSS NO.	none		
14. TIN NO.	104-768-839		
15. AGENCY EMPLOYEE NO.	V000282		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LARROSA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOVENTINO	NAME EXTENSION (JR., SR)	None	None
MIDDLE NAME	CABRERA			
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	LGU- Ormoc City			
BUSINESS ADDRESS	Ormoc City			
TELEPHONE NO.	none			
24. FATHER'S SURNAME	SOON			
FIRST NAME	RODOLFO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CANTERO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANDRAS			
FIRST NAME	BARBARA			
MIDDLE NAME	VELARDE			

(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	Tinag-an Community School	Primary Education	1971	1976	Graduated	1976	Valedictorian
SECONDARY	St. Peter's College of Ormoc	High School	1977	1980	Graduated	1980	Dean's List
VOCATIONAL / TRADE COURSE	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
COLLEGE	St. Peter's College of Ormoc	BS Commerce - Accounting	1980	1984	Graduated	1984	NONE
GRADUATE STUDIES	N.A.	N.A.					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/24/17	CS FORM 212 (Revised 2017), Page 1 of 4
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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
	Career Service Sub Professional	72.31%	7/18/1982	Tacloban City	N.A.	N.A.
	Career Service Professional	0.7	8/3/1986	Tacloban City	N.A.	N.A.


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




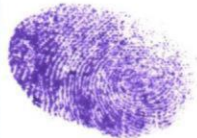
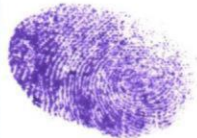
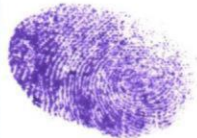



28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	1/1/2017	Present	Administrative Assistant III	Visayas State University	16986.00	9-1	Permanent	Yes
	1/1/2016	12/31/2016	Administrative Assistant III	Visayas State University	16512.00	9-1	Permanent	Yes
	1/1/2016		Administrative Assistant III	Visayas State University	16051.00	9-1	Permanent	Yes
	8/12/2014	12/31/2015	Administrative Assistant II	Visayas State University	15081.00	8-2	Permanent	Yes
	6/1/2012	8/11/2014	Administrative Assistant II	Visayas State University	14931.00	8-1	Permanent	Yes
	8/12/2011	5/31/2012	Administrative Assistant II	Visayas State University	13833.00	8-1	Permanent	Yes
	6/1/2011	8/11/2011	Administrative Aide VI	Visayas State University	12624.00	6-5	Permanent	Yes
	3/4/2011	5/31/2011	Administrative Aide VI	Visayas State University	11803.00	6-5	Permanent	Yes
	6/24/2010	3/3/2011	Administrative Aide VI	Visayas State University	11612.00	6-5	Permanent	Yes
	7/1/2009	6/23/2010	Administrative Aide VI	Visayas State University	10761.00	6-5	Permanent	Yes
	7/1/2008	6/30/2009	Administrative Aide VI	Visayas State University	9911.00	6-5	Permanent	Yes
	3/4/2008	6/30/2008	Administrative Aide VI	Visayas State University	9010.00	6-4	Permanent	Yes
	7/1/2007	3/3/2008	Administrative Aide VI	Visayas State University	8791.00	6-4	Permanent	Yes
	3/4/2005	6/30/2007	Administrative Aide VI	Leyte State University	7992.00	6-3	Permanent	Yes
	12/1/2004	3/3/2005	Administrative Aide VI	Leyte State University	7796.00	6-2	Permanent	Yes
	3/4/2002	11/30/2004	Clerk III	Leyte State University	7796.00	6-2	Permanent	Yes
	7/1/2001	3/3/2002	Clerk III	Visayas State College of Agriculture	7606.00	6-2	Permanent	Yes
	1/1/2000	6/30/2001	Clerk III	Visayas State College of Agriculture	7244.00	6-1	Permanent	Yes
	3/4/1999	12/31/1999	Clerk III	Visayas State College of Agriculture	6585.00	6	Permanent	Yes
	1/16/1998	3/3/1999	Clerk II	Visayas State College of Agriculture	5646.00	4	Permanent	Yes
	1/1/1997	1/15/1998	Clerk I	Visayas State College of Agriculture	5492.00	3-2	Permanent	Yes
	1/1/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	5000.00	3-2	Permanent	Yes
	1/1/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3978.00	3	Permanent	Yes
	1/1/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2978.00	3	Permanent	Yes
	1/1/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2178.00	3	Permanent	Yes
	1/1/1990	12/31/1992	Clerk I	Visayas State College of Agriculture	2156.00	3	Permanent	Yes
	7/1/1989	12/31/1989	Clerk I	Visayas State College of Agriculture	2156.00		Casual	Yes
	12/14/1987	6/30/1989	Clerk-Typist	Visayas State College of Agriculture	722.70		Casual	Yes
	3/1/1987	12/13/1987	Clerk-Typist	Visayas State College of Agriculture	503.80		Casual	Yes
	7/1/1986	2/28/1987	Clerk-Typist	Visayas State College of Agriculture	437.80		Casual	Yes
	4/1/1986	6/30/1986	Clerk-Typist	Visayas State College of Agriculture	398.20		Casual	Yes

SIGNATURE	<i>[Signature]</i>	DATE	4/24/17	CS FORM 212 (Revised 2017), Page 2 of 4
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9/24/17

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / 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			
	NONE	N.A.	N.A.	N.A.	NONE	
(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			
	Seminar-Workshop on 5S & Records Management	2/18/2017		8	learning	Visayas State University
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16	learning	Anglo-Japanese-American (AJA) Registrars Inc.
	Procurement Act Orientation	9/9/2016		8	learning	Visayas State University
	Planning Workshop on the Preparation & Processing of Documents Relative to Procurement	5/27/2015		4	learning	Visayas State University - Supply Procurement & Property Management Office
	Development Training Program for Administrative Support Services (DTPASS)	10/5/2011	10/6/2011	16	learning	Civil Service Commission, Region 8
	Personality & Professional Development for Personal Assistants and Executive Assistants	3/22/2010	2/23/2010	16	learning	Confederation of Scientific & Professional Organizations (COSPO) and Dept. of Science and
	Training on RA 9184 & Its Revised IRR (Module I, II & V)	7/29/2010		8	learning	DBM Reg. 8, Government Procurement Policy Board (GPPB) & Visayas State University
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16	learning	Visayas State University
	Seminar-Workshop on Preparing a Classification & Filing Guide Scheme	9/29/2003	10/1/2003	24	learning	Phil. Records Management Association
	Microsoft Excel & Microsoft Word Trainings	6/11/2003	6/12/2003	16	learning	Leyte State University
	Career & Personality Development for Clerk and Other Administrative Staff	5/19/2003	5/20/2003	16	learning	Visayas State College of Agriculture & Civil Service Commission - Region 8
	Seminar Workshop on Performance Evaluation (PES)	5/3/2000	5/4/2000	16	learning	Visayas State College of Agriculture & Civil Service Commission - Region 8
	Computer Training Program on Microsoft Excel '97	11/4/1998	11/6/1998	12	learning	Visayas State College of Agriculture
	Values Orientation Workshop (VOW)	6/17/1998	6/19/1998	24	learning	Visayas State College of Agriculture & Civil Service Commission - Region 8
	Performance Target Setting/Evaluation & Team Values Integration Seminar	4/8/1997		8	learning	Visayas State College of Agriculture & ViCARP
	Team Building Seminar-Workshop for VISCA Administrative Staff	2/7/1997	2/8/1997	16	learning	Visayas State College of Agriculture & ViCARP
	Seminar-Workshop on Records & Archives Management	10/22/1996	10/24/1996	24	learning	Records Management & Archives Office (RMAO)
	First Annual Review & Planning Workshop for VISCA Administrative and Support Services	8/28/1996	8/29/1996	16	learning	Visayas State College of Agriculture
	Clerical Development Course	2/26/1996	2/28/1996	24	learning	Civil Service Commission, Region 8
	Training on Strengthening the Capability of ViSCA's Clerical Staff	6/17/1994 06/25/1994	6/18/1994	24	learning	Visayas State College of Agriculture
	Re-Orientation Seminar for Clerks	6/8/1905				Visayas State College of Agriculture
(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)		
	Reading	Exemplary Non-Academic Performance Award (Non-Supervisory Level)		VSU Administrative Personnel Association		
	Computer Literate			Legion of Mary		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	4/24/17	
CS FORM 212 (Revised 2017), Page 3 of 4						

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 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 border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Edgardo E. Tulin</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-7555</td></tr><tr><td>Dr. Jose L. Bacusmo</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-7215</td></tr><tr><td>Dr. Samuel S. Go</td><td>Brgy. Gabas, Baybay City, Leyte</td><td>563-1242</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Edgardo E. Tulin	VSU, Visca, Baybay City, Leyte	563-7555	Dr. Jose L. Bacusmo	VSU, Visca, Baybay City, Leyte	563-7215	Dr. Samuel S. Go	Brgy. Gabas, Baybay City, Leyte	563-1242
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Dr. Samuel S. Go	Brgy. Gabas, Baybay City, Leyte	563-1242											
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.													
<table border="1"><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: V-000282</td></tr><tr><td>ID/License/Passport No.: N.A.</td></tr><tr><td>Date/Place of Issuance: N.A.</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: V-000282	ID/License/Passport No.: N.A.	Date/Place of Issuance: N.A.	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>4/24/2017</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	4/24/2017	Date Accomplished				
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4/24/2017													
Date Accomplished													
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>APR 25 2017</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td></td></tr><tr><td>ATTY RYSA G. GUINOCOR</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY RYSA G. GUINOCOR	Person Administering Oath									
													
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Person Administering Oath													

CS FORM 212 (Revised 2017), Page 4 of 4

APR 25 2017
BAYBAY CITY - 12/17/16
MCLE COMP. NO. V-000100 - 07/20/15
ROLL OF ATTORNEYS NO. 57467