CS Form No. 212 Revised 2017

SIGNATURE

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 () 📑 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) 2. SURNAME APAS NAME EXTENSION (JR., SR) FIRST NAME **GENALYN** NA MIDDLE NAME MENDEZ 3. DATE OF BIRTH 12/04/1992 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship ✓ by birth by naturalization BRGY. KANSUNGKA, BAYBAY, LEYTE 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female 17. RESIDENTIAL ADDRESS ✓ Single Married 6 CIVIL STATUS House/Block/Lot No Widowed Separated CENTRO KANSUNGKA Other/s: bdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 5'2" City/Municipality Province 8. WEIGHT (kg) 47 ZIP CODE 6521 18 PERMANENT ADDRESS 9. BLOOD TYPE None House/Block/Lot No. Street **CENTRO** KANSUNGKA 10. GSIS ID NO. N/A Subdivision/Village Barangay RAYRAY LEYTE 11. PAG-IBIG ID NO. 121216630526 City/Municipality Province 12. PHILHEALTH NO. 12-051414065-6 ZIP CODE 6521 13 SSS NO 05-1251960-7 19. TELEPHONE NO N/A 14. TIN NO. 717-770-885 20. MOBILE NO. 09513539477 Hone 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) genalyn.apas@vsu.edu.ph SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME N/A MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. APAS 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) DANILO FIRST NAME **GALADO** MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME MENDEZ (deceased) FIRST NAME GINA MIDDLE NAME **NAPOLES** (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL ACADEMIC UNITS EARNED HONORS RECEIVED (Write in full) (Write in full) GRADUATED (if not graduated) From To VALEDICTO **ELEMENTARY** KANSUNGKA ELEMETARY SCHOOL N/A 2005 1999 N/A 2005 RIAN **BAYBAY NATIONAL HIGH SCHOOL** SECONDARY N/A 2005 2009 N/A 2009 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE **BACHELOR OF SCIENCE IN** COLLEGE **VISAYAS STATE UNIVERSITY** 2009 2013 N/A 2013 N/A **AGRIBUSINESS GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A

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27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE Professional Level 80.76%			DATE OF EXAMINATION / CONFERMENT				NUMBER	Date of Validity
		80.76%	04/15/2018					N/A
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vate employment	. Start from your recent	work) Description	n of duties should be in	ndicated in the attached	Work Expe	rience sheet.		
			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	Clerk	08 7/30	Department of Biotechnology, Visayas State		13,274.80	N/A	Job Order	Υ
03/31/2017	Branch Cas	shier	SUM Finance Services Corporation		7,100.00	N/A	Permanent	N .
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	ER SERVICE/RA 10 SPECIAL LAW RANGAY ELIGIBILIT Professions EXPERIENCE (ate employment) USIVE DATES Im/dd/yyyy) To Present 03/31/2017 02/08/2014	SPECIAL LAWS/ CES/ CSEE RANGAY ELIGIBILITY / DRIVER'S LICENSE Professional Level EXPERIENCE rate employment. Start from your recent USIVE DATES Im/dd/yyyy) POSITION T (Write in full/Do not To Present Clerk 03/31/2017 Branch Cat 02/08/2014 Farm Encoder/Qual	ER SERVICE/RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWIS (CES) CSEE (If Applicable) Professional Level 80.76% EXPERIENCE ate employment. Start from your recent work) Description (Write in full/Do not abbreviate) To Pressint Clerk 03/31/2017 Branch Cashier 02/08/2014 Farm Encoder/Quality Controller	ER SERVICE/RA 1080 (BOARD/ BAR) UNDER RATING (If Applicable) CONFERMENT PROFESSIONAL LAWS (CSS (GSE) RANGAY ELIGIBITY / DRIVER'S LICENSE (Confinute on separate sheet if SXPERIENCE at ce employment. Start from your recent work) Description of duties should be instituted in full to not abbreviate) DEPARTMENT / AGE (Wite in full to 3/31/2017 Branch Cashier SUM Finance Se (2/08/2014 Farm Encoder/Quality Controller Corefoods Phils. Exp. (Confinute on separate sheet in the second second separate sheet in the second second separate sheet in the second seco	ER SERVICE PAY (1909) GOADED BART) UNDER SPECIAL ANNO (CS) CORE (14 Applicable) Professional Level 80.76% GA4/15/2018 Taclob EXPERIENCE Start from your recent work? Description of duties should be indicated in the atteched shown on separate show if processary) EXPERIENCE (Wite in Million on abbreviate) To (Wite in Million on abbreviate) Present Clerk Department of Biotechnology, Visayas State University By 13/31/2017 Branch Cashier SUM Finance Services Corporation 2/208/2014 Farm Encoder/Quality Controller Corefoods Phils. Export-Import Corporation (Continue on separate show if processary)	ER SERVICE FAMOUS PLANT OF THE PROFESSIONAL SERVICES AND AND THE PROFESSIONAL LEVEL BY THE PROFE	ESCENDED FOR USE OF SAME AND ACTION OF PROCESSORS FRANKS (** Applicable) CAPE-FRENCH Professional Level 80.78% 0415/2018 Tacloban City CONFERENCE Continue on apparate should in the strategy of the Same Andrews (** Applicable) CAPE-FRENCH CONTINUE OF SAME AND ACTION OF SAME ACTION OF SAME AND ACTION OF SAME ACTION OF SAME AND ACTION OF SAME ACTION OF SAME AND ACTION OF SAME AND ACTION OF SAME AND ACTION OF	ER SERVICIA FOR CONCROT AND UNDER SPECIAL MANY EST CONFERENCE OF PLACE OF EXAMINATION CONFERENCE MANAGEMENT OF PLACE OF EXAMINATION CONFERENCE ON TRACE OF EXAMINATION CONFERENCE OF PLACE OF EXAMINATION CONFERENCE OF EXAMINATION CONFERENC

29. NAME & ADDRESS OF		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF	POSITION / NATURE OF WORK		
(Write in full)		From	To	HOURS	POSITION / NATURE OF WORK		
N/A			N/A	N/A	N/A		
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		NAME AND ADDRESS OF THE OWNER,	et if necessary)			was was family than sacconnect and percent	
III. LEARNING AND DEVELOPMENT (L&I tart from the most recent L&D/training program and inc				on Chief/Exe	cutive/Manageria	l 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 11/27/2020	То			Contracting for the place of	
SO 9001:2015 Awareness/Re-Awareness Webinar			11/27/2020	4	Technical	Quality Assurance Center, Visayas State Universit	
ebinar on How to Organize Your VSU Email		11/20/2020	11/20/2020	2	Technical	Visayas State University Webteam	
ebinar on Document Tracking System	am i teal adt andr	11/13/2020	11/13/2020	3	Technical	Human Resources Information System, Visayas State University	
Orientation of the New Supply Procurement and Property Management Information System (SPPMIS)			05/26/2020	8	Technical	Human Resources Information System, Visayas State University	
Norkshop on the Uniformity of the University's Specifications and Prices of Goods & Fraining for the Implementation (PPMP & PR) of the Supplies Procurement and Supplies Management Information System			03/10/2020	8	Technical	Bids and Awards Committee, Visayas State University	
Seminar Workshop on Records Matrix and NAP Form-1 Completion			12/13/2019	8 14	Technical	Quality Assurance Center, Visayas State Universi	
orkshop on Corrective Action	j liems.	09/16/2019	09/16/2019	8804	Technical	Quality Assurance Center, Visayas State Universi	
cho-Seminar for ISO Awareness	a sand 2 Ty II	07/16/2019	07/16/2019	4	Technical	Department of Pure and Applied Chemistry, Visay State University	
Workshop on Online Enrolment 2019			07/16/2019	4	Technical	University Computer Center, Visayas State University	
SO 9001:2015 QMS Roll-Out Orientation	Award Salah	04/11/2019	04/11/2019	4	Technical	Quality Assurance Center, Visayas State University	
Orientation-Workshop for JO Workers	u në 3, dean u	01/15/2019	01/15/2019	8	Technical	Office of the Director of Administration and Huma Resource Development, Visayas State University	
/SUCC Basic Cooperative Course Seminar		06/12/2018	06/12/2018	8	Technical	Visayas State University Credit Cooperative	
Ho de State State Comment	10 124 Levie 9055 321 05	-COREGE	VSD Vist			Mai Theresa P. Loretu	
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	No. 5 of Alberta St. Conference of American American			-	ne salah	to are care a florester tour think in our objects and the first of the care of	
VIII. OTHER INFORMATION	(Continue	on separate sn	eet if necessary	7		arease of the second of the se	
31. SPECIAL SKILLS and HOBBIES	32. NON-ACAI		EMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Typing	N/A					N/A	
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34.	chief of bureau or office or to the person who has immediate			(~\r	
	Bureau or Department where you will be apppointed, a. within the third degree?		T VCC	,	
		mor Employage 12	YES N		
	b. within the fourth degree (for Local Government Unit - Car	eer Employees)?	☐ YES ☑ No	0	
35.	a. Have you ever been found guilty of any administrative of	a. Have you ever been found guilty of any administrative offense?			
			If YES, give details:		
	b. Have you been criminally charged before any court?		YES If YES, give details: Date Filed:	NO	
	Have you over been convicted of any arims or violation of a	ny law daeraa ardinanaa ar ragulatian by	Status of Case/s:		
36.	Have you ever been convicted of any crime or violation of a any court or tribunal?	☐ YES ☑ NO If YES, give details:			
37.	Have you ever been separated from the service in any of the	e following modes: resignation, retirement,	✓ YES	NO	
	dropped from the rolls, dismissal, termination, end of term, in the public or private sector?	If YES, give details: Resignation from the last work attended in SUM Finance Services Corporation last March 31, 2018.			
38.	A. Have you ever been a candidate in a national or local ele Barangay election)?	☐ YES ☐ NO If YES, give details:			
	b. Have you resigned from the government service during to election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:			
39.	Have you acquired the status of an immigrant or permanen	☐ YES ☑ NO If YES, give details (country):			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)		- Judely Construction 14:15 to		
a.	Are you a member of any indigenous group?	a Greensol Program	YES If YES, please specify:	NO	
b.	Are you a person with disability?			NO NO	
c.	Are you a solo parent?	Are you a solo parent?			
41.	REFERENCES (Person not related by consanguinity or affinity to applican	t /appointée)	157)		
	NAME	ADDRESS	TEL. NO.		
	Ma. Theresa P. Loreto	VSU, Visca, Baybay City, Leyte	9056893008	6.6	
	Kyza Mae M. Ramoneda	Brgy. Sta. Cruz, Baybay City, Leyte	9614642430	(La)	
	Lourd Franz M. Gabunada	VSU, Visca, Baybay City, Leyte	563-0301		
42.	I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized repressagree that any misrepresentation made in this doctadministrative/criminal case/s against me.	nent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the ed herein.	PHOTO	
	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	£ 100			
G	Sovernment Issued ID: Philhealth	The state of the s			
10	D/License/Passport No.: 12-051414065-6	Signature (Sign inside the b	ox)		
D	late/Place of Issuance:		m	Right Thumbmark	
	SUBSCRIBED AND SWORN to before me this	1 3 MAR 2023	ing his/her validly issued govern	nment ID as indicated above.	
		ATTY, MSV C. GUNOCO'S			
		Person Administering Oat	h		
		A STATE OF THE STA		CS FORM 212 (Revised 2017). Page 4 of 4	

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 10, 2018-Present

Position:

Administrative Clerk/Deputy Documents and Records Controller

Name of Office/Unit:

Biotechnology

Immediate Supervisor: Lourd Franz M. Gabunada

- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - -Encode/photocopy/print/file/retrieve communications, memos, reports. appointments, instructional materials, and other pertinent documents and requests, records
 - -Record and remind department head re: meetings, seminars and other official functions
 - -Maintain the cleanliness and orderliness of the office and perform other jobs that may be assigned by the department head and other faculty

GENALYN M. APAS

(Signature over Printed Name of Employee/Applicant)

Date: Feb. 72, 20m