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.

Print legibly. Tick appropriate box		cate N/A if not applicable. DO N	OT ABBREV	IATE.	1. CS ID No.		(Do not fill up.	For CSC use of
I. PERSONAL INFORMATI								
2. SURNAME	Señara		NAME EXTENSION (JR., SR)					
FIRST NAME	Cielo		NAME EXTENSION (JR., SR) N/A					
MIDDLE NAME	Flandez							
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1966	16. CITIZENSHIP	✓ Filipino ☐ Dual Citizenship					
4. PLACE OF BIRTH	Mambajao, Camiguin	If holder of dual citizer	nship,			by birth by naturalization Pls. indicate country:		
5. SEX	✓ Male Female	please indicate the de	tails.	Philippines				
6. CIVIL STATUS	☐ Single ✓ Married	17. RESIDENTIAL ADDRESS		871 A. Mabini St.				
	Widowed Separated		House/Block/Lot No. Street					
	Other/s:	Land to the second	Su	bdivision/Villag	10		Poblacion Zone 2 Barangay	
7. HEIGHT (m)	1.66		C	BAYBAY City/Municipality	,		LEYTE Province	
3. WEIGHT (kg)	72.50	ZIP CODE				6521		
). BLOOD TYPE	A+	18. PERMANENT ADDRESS	Hou	871 use/Block/Lot N	lo		A. Mabini St.	
0. GSIS ID NO.	66042501949		nou	ISE/DIOGN/LOLI	10.	P	Street Poblacion Zone 2	
11. PAG-IBIG ID NO.			Su	bdivision/Villag BAYBAY	e		Barangay LEYTE	
	170000261720		С	ity/Municipality			Province	
2. PHILHEALTH NO.	130000143546	ZIP CODE				6521		
3. SSS NO.	N/A	19. TELEPHONE NO.				(1		
4. TIN NO.	116626906	20. MOBILE NO.			926	6-876-1413		
5. AGENCY EMPLOYEE NO.	V00647	21. E-MAIL ADDRESS (if any)			cielo.sen	nara@vsu.edu.ph		
FAMILY BACKGROUND								
2. SPOUSE\'S SURNAME	Señara		23. NAME of CH	IILDREN (Writ	e full name an	d list all)	DATE OF BIRT	H (mm/dd/yyy
FIRST NAME	Geraldine	NAME EXTENSION (JR., SR)	S	weet Urahia	Urahia May G. Señara 01/27/1991		7/1991	
MIDDLE NAME	Godoy			Therese Alt	hea G. Señ	eñara 04/10/1996		0/1996
OCCUPATION	None			Ken Franc	hiz G. Seña	ra	06/05	5/2008
EMPLOYER/BUSINESS NAME	N/A							
BUSINESS ADDRESS	N/A							
TELEPHONE NO.	None							
I. FATHER\'S SURNAME	Señara							
FIRST NAME	Antonio	NAME EXTENSION (JR., SR)						
MIDDLE NAME	Aboc							
. MOTHER\'S MAIDEN NAME	Pieza							
SURNAME	Señara							
FIRST NAME	Teresita	***************************************						
MIDDLE NAME	Flandez			(Ci	ontinue on sep	arate sheet if neces	sary)	
. EDUCATIONAL BACKG	ROUND							
LEVEL	NAME OF SCHOOL	BASIC EDUCATION/DEGREE	COURSE	PERIOD OF A	TTENDANCE	HIGHEST LEVEL/UNITS	YEAR	SCHOLARSHI ACADEMIC
	(Write in full)	(Write in full)		From	То	(if not graduated)	GRADUATED	HONORS RECEIVED
ELEMENTARY	Baybay North Central School	Elementary	1972 1978 Certificate 1978		1978	N/A		
SECONDARY VOCATIONAL/ TRADE COURSE	Franciscan College of Immaculate Conception	High School		1978	1982	Diploma	1982	N/A
COLLEGE	N/A Franciscan College of Immaculate Conception	Bachelor of Science in Commerce (Maj	or in Accounting)	1982	1986	Diploma	1986	N/A
GRADUATE STUDIES	N/A							
	(0	continue on separate sheet if necess	sary)					
SIGNATURE	Say			DA	TE		06/10/2024	
						CSE	ORM 212 (Revised	2017) Page 1

27. CARE		1080 (BOARD/ BAR) UNDER	RATING	DATE OF		LICENSE (if applic			pplicable)	
ВА		WS/ CES/ CSEE ITY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMI	AMINATION / CONFERMENT		NUMBER	Date of Validity	
	N//	A	N/A	N/A		N/A		N/A	N/A	
, WORK	EVRENIEV	^F		(Continue on separate sheet	if necessary)					
	EXPERIEN rate employme	CE nt. Start from your recen	t work) Description	on of duties should be	indicated in the attache	d Work Exper	ience sheet.			
	SIVE DATES m/dd/yyyy)	POSITION TITI (Write in full/Do not ab			CY / OFFICE / COMPANY o not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)	
01/01/2024	12/31/2024	Administrative Aide II	I (Casual)	Visayas St	ate University	14,678.00	INCREMENT 3-1	Casual	Y	
07/01/2023	12/31/2023	Administrative Aide II		Visayas State University		14,678.00	3-1	Casual	Y	
01/01/2023	06/30/2023	Administrative Ai		Visayas State University		14,678.00	3-1	Casual	Y	
07/01/2022	12/31/2022	Administrative Ai	de III	Visayas St	ate University	642.05	1	Casual	Y	
01/03/2022	06/30/2022	Administrative Ai	de III	Visayas St	ate University	14,125.00	3-1	Casual	Y	
07/01/2021	12/31/2021	Administrative Ai	de III	Visayas St	ate University	13,572.00	3-1	Casual	Y	
01/01/2021		Administrative Ai	de III	Visayas St	ate University	13,572.00	3-1	Casual	Y	
01/01/2020	12/31/2020	Administrative Ai	de III	Visayas St	ate University	13,019.00	3-1	Casual	Y	
01/01/2019	12/31/2019	Administrative Ai	de III	Visayas St	ate University	566,64		Casual	Υ	
01/01/2018	12/31/2018	Administrative Ai	de III	Visayas St	ate University	541.54		Casual	Y	
01/01/2017	12/31/2017	Administrative Ai	de III	Visayas St	ate University	517.59		Casual	Y	
01/01/2016	12/31/2016	Administrative Ai	de III	Visayas St	ate University	494.68		Casual	Y	
01/01/2014	12/31/2015	Administrative Ai	de III	Visayas St	ate University	472.77		Casual	Υ	
07/01/2013	12/31/2013	Administrative Air	de III	Visayas Sta	ate University	437.64		Casual	Y	
01/01/2011	06/30/2013	Administrative Air	de III	Visayas State University		402.45	-	Casual	Υ	
01/01/2010	12/31/2010	Administrative Air	de III	Visayas State University		367.27		Casual	Y	
7/01/2008	12/31/2009	Administrative Air	de III	Visayas State University		332.14		Casual	Υ	
7/01/2007	06/30/2008	Administrative Aid	de III	Visayas State University		301.95		Casual	Υ	
1/01/2005	06/30/2007	Administrative Aid	de III	Leyte State University		274.50	•	Casual	Υ	
1/01/2002	12/31/2004	Clerk I		Leyte State University		274.50	•	Casual	Υ	
7/01/2001	12/31/2001	Clerk I		Visayas College of Agriculture		274.50		Casual	Υ	
1/01/2000	06/30/2001	Clerk I		Visayas College of Agriculture		261.41	-	Casual	Υ	
1/01/1997	12/31/1999	Clerk I		Visayas College of Agriculture		237.64	•	Casual	Υ	
1/01/1996	12/31/1996	Clerk I		Visayas College of Agriculture		225.27	•	Casual	Υ	
01/01/1995	12/31/1995	Clerk I		Visayas Colleg	ge of Agriculture	179.82		Casual	Υ	
01/01/1994	12/31/1994	Clerk I		Visayas Colleg	ge of Agriculture	134.36	<u>-</u>	Casual	Υ	
				PLEASE SEE ATTACH						
	TURE)-	(Continue on separate sheet i	f necessary) DATE		06/10/2	1004		

INCLL	JSIVE DATES m/dd/yyyy)	POSITION TITLE	iption of duties should be indicated in the attac	MONTHLY SALARY/ JOB/ PAY GRADE (if STATUS (F GOV1	
From	То	(Write in full/Do not abbreviate)	(Write in full/Do not abbreviate)	SALARY	applicable)& STEP (Format*00-0*)/ INCREMENT	APPOINTMENT	SERVICE (Y/N)	
01/01/1990	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y	
07/01/1989	12/31/1989	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y	
01/01/1989	06/30/1989	Clerk	Visayas College of Agriculture	32.85		Casual	Y	
06/01/1988	12/31/1988	Laborer	Visayas College of Agriculture	32.85	·	Casual	Y	
					9			

29. NAME & ADDRESS OF ORG (Write in full)	ANIZATION	INCLUSIN (mm/d	/E DATES d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK
N/A		N/A	N/A	N/A		N/A
		(Continue on separat				
VII. LEARNING AND DEVELOPMENT (L&D) Start from the most recent L&D/training program and include	INTERVENTIONS/TRAININ	G PROGRAM	S ATTENDE	D 	agerial positions)	
30, TITLE OF LEARNING AND DEVELOPMENT INTER: (Write in full)		the state of the s	DATES OF DANCE	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	То			
ISO 9001:2015 Awareness/ Re-awaren	ness Seminar	08/30/2022	08/31/2022	6	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Document Tracking System	n	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
National Abaca Summit		11/04/2015	11/05/2015	12	Technical	Abaca Coalition
		Continue on separate	sheet if necessary)			
III. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32, NO	ON-ACADEMIC DIST (Wr	TINCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Table Tennis		Loyalty/S	Service			Sigma Alpha Epsilon Philippines-International
Computer Literate						
	\sim	Continue on separate	sheet if necessary)			

34. Are you related by consenguinity or affinity to the appointing or recommending authority, or to the chief of brusan or office or to the person who has immediate supervision over you in the Office; Bureau for Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	# ^{**}		appointing or recommending authority, or to	34; Are you related by consanguinity or affinity to the ap	34.
a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)? b. within the fourth degree (for Local Government Unit - Career Employees)? b. Within the fourth degree (for Local Government Unit - Career Employees)? b. Have you ever been found guilty of any administrative offense? VES	# ^{**}		nas immediate supervision over you in the oppointed.	Office, Bureau or Department where you will be appl	
b. within the fourth degree (for Local Government Unit - Career Employees)? YES, give details:	# ^{**}	□YES	A Amprila		
If YES, give details:			Unit - Career Employees)?		
b. Have you been criminally charged before any court? YES No		If YES, give details:			
b. Have you been criminally charged before any court? YES No					
b. Have you been criminally charged before any court? YES No	✓ NO	YES	trative offense?	35. a. Have you ever been found guilty of any administra	35.
If YES, give details: Date Filed: Status of Case/s:		If YES, give details:			
If YES, give details: Date Filed: Status of Case/s:					
Date Filed: Status of Case/s: Date Filed: Status of Case/s:	✓ NO	YES	ourt?	b. Have you been criminally charged before any cou	
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? 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? 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 campalgn for a national or local candidate? 39. Have you acquired the status of an immigrant or permanent resident of another 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? 41. Are you a person with disability? 42. Are you a solo parent? Are you a solo parent? Answell Answe		If YES, give details:			
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? 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? 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? 39. Have you acquired the status of an immigrant or permanent resident of another 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? 41. References (Person with disability? Are you a solo parent? ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973688 Luz O. Moreno VSU, Baybay City, Leyte 09164239381		Date Filed:			
regulation by any court or tribunal? 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? 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? 39. Have you acquired the status of an immigrant or permanent resident of another country? 40. Pursuant to: (a) Indigenous Peoplet'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 person with disability? NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382		Status of Case/s:			
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? 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? 39. Have you acquired the status of an immigrant or permanent resident of another 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? NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973868 Luz O. Moreno VSU, Baybay City, Leyte 0919073325382	✓ NO	YES	ation of any law, decree, ordinance or		
retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased 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 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? 19. Have you acquired the status of an immigrant or permanent resident of another country? 10. Pursuant to: (a) Indigenous Peoplet'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? 10. Are you a person with disability? 11. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) 12. NO 13. ADDRESS 13. TEL. NO. 14. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) 14. Romel B. Armecin 15. VSU, Baybay City, Leyte 16. Opination of the public or private sector? 16. If YES, give details: 16. If YES, give details: 17. If YES, give details: 18. If YES, give details: 18. If YES, give details: 18. If YES, give details: 19. If YES, give detai		If YES, give details:		regulation by any court or tribunal?	
retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased 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 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? 19. Have you acquired the status of an immigrant or permanent resident of another country? 10. Pursuant to: (a) Indigenous Peoplet'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? 10. Are you a person with disability? 11. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) 12. NO 13. ADDRESS 13. TEL. NO. 14. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) 14. Romel B. Armecin 15. VSU, Baybay City, Leyte 16. Opination of the public or private sector? 16. If YES, give details: 16. If YES, give details: 17. If YES, give details: 18. If YES, give details: 18. If YES, give details: 18. If YES, give details: 19. If YES, give detai					
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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? 39. Have you acquired the status of an immigrant or permanent resident of another 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? 10. 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? 11. REFERENCES (Person not related by consanguinty or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973688 Luz O. Moreno VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382		If YES, give details:	nation, end of term, finished contract or	retirement, dropped from the rolls, dismissal, termina	
f YES, give details:					The second secon
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? 39. Have you acquired the status of an immigrant or permanent resident of another 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? NAME NO 1 YES IND 1 YES IND 1 YES IND 1 YES, please specify: 1 YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382	 		local election held within the last year	 a. Have you ever been a candidate in a national or lo (except Barangay election)? 	38.
last election to promote/actively campaign for a national or local candidate? If YES, give details: YES NO					
39. Have you acquired the status of an immigrant or permanent resident of another 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? Anough a solo parent? NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382		e YES	e during the three (3)-month period before the	b. Have you resigned from the government service d	
If YES, give details (country):		If YES, give details	tional of local candidate?	last election to promote/actively campaign for a natio	
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? If YES INO If YES, please specify: YES INO If YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382			ermanent resident of another country?	 Have you acquired the status of an immigrant or per 	39,
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? 1 YES IND 1 If YES, please specify: 1 YES, please specify ID No 2 Are you a solo parent? 2 If YES, please specify: 2 NO 1 If YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973688 Luz O. Moreno VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382	ountry):	If YES, give details (c			
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? 1 YES IND 1 If YES, please specify: 1 YES, please specify ID No 2 Are you a solo parent? 2 If YES, please specify: 2 NO 1 If YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973688 Luz O. Moreno VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382		^	1): /h) Magna Carta for Disabled Devene /DA	40 Pursuant to: (a) Indigenous Poonlo\s Act (PA 9371)	40
a. Are you a member of any indigenous group? YES NO If YES, please specify: YES NO If YES, please specify: YES NO If YES, please specify ID No If YES, please specify ID No YES NO If YES, please specify ID No If YES, pleas			RA 8972), please answer the following items:	7277); and (c) Solo Parents Welfare Act of 2000 (RA	
b. Are you a person with disability? C. Are you a solo parent? If YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382	√ NO	YES			The state of the s
tf YES, please specify ID No c. Are you a solo parent? If YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973688 Luz O. Moreno VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382				h A	
c. Are you a solo parent? YES No If YES, please specify ID No 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09190973688 Luz O. Moreno VSU, Baybay City, Leyte 09164239381 Feliciano G. Sinon VSU, Baybay City, Leyte 09173325382				Are you a person with disability?	D.
ADDRESS TEL. NO. Romel B. Armecin VSU, Baybay City, Leyte 09164239381 Luz O. Moreno VSU, Baybay City, Leyte 09173325382				c. Are you a solo parent?	c.
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700,000,000		00173335393	VSII Raybay City Leyte	Feliciano G. Sinon	
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and					42.
complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the	Ali	Republic of the	pertinent laws, rules and regulations of the	complete statement pursuant to the provisions of pe	
Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I	Cielo F. Señara	ts stated herein. I	representative to verify/validate the contents	Philippines. I authorize the agency head/authorized re	
agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.		use the filing of	document and its attachments shall cau	administrative/criminal case/s against me.	
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Man			VSU Chief Legal Officer		
ATTY, RYSAN C GUINOCOR		ath	Person Administering Oat		

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

 Theduration 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: July 1, 1989 = Present
 Position: Administrative Aide III
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Romel B. Armecin
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Prepares Government Standard Forms Trip tickets, RIS, Travel orders, itinerary of travel, certificate of
 travel completed, cash advances, liquidation reports, DTR/CSR, payrolls, application for leave, request
 for overtime, appointments/contracts, purchase request, purchase order, request for quotation, abstract of
 quotation, obligation request/budget utilization request, disbursement voucher, inspection and acceptance
 report, claims/reimbursements, job order, job request, PDS, accomplishment reports, VAT certificates,
 etc.
 - Prepares/encodes staff (easual & contractual) evaluation documents PES individual targets prepared,
 PMS contracts prepared, PES accomplishments
 - Other Services: Messengerial, photocopying/printing services, assists staff in different computer system installation (removal of virus, backing up of data, etc.)
 - In-charge and monitors audio visual equipment of the center and equipments at laboratories

Customer Assistance Services

CIELO F. SENARA

(Signature over Printed Name of Employee/Applicant)

Date: Jul. 2, 2024