

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	TEODOSIO		
FIRST NAME	SOCORRO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BARTOLINI		
3. DATE OF BIRTH (mm/dd/yyyy)	June 27, 1960	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Caridad, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	House/Block/Lot No. Street Brgy. Caridad Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521-A
7. HEIGHT (m)	5'3"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Brgy. Caridad Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521-A
8. WEIGHT (kg)	73kls	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O	20. MOBILE NO.	09277517846
10. GSIS ID NO.	CRN-006-0118-6759-5	21. E-MAIL ADDRESS (if any)	N/A
11. PAG-IBIG ID NO.	0801-120951-05		
12. PHILHEALTH NO.	13-0000-14379		
13. SSS NO.	N/A		
14. TIN NO.	116-623-176		
15. AGENCY EMPLOYEE NO.	V00508		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	TEODOSIO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AGERICO	NAME EXTENSION (JR., SR) N/A	Angelica B. Teodosio	April 29, 1996
MIDDLE NAME	LORENZO		Abigail B. Teodosio	Sept.23,1998
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BARTOLINI			
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ABELLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BARTOLINI			
FIRST NAME	FILIPINA			
MIDDLE NAME	COTIAMCO			

(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	Caridad Community School	Primary Education	1967	1973	N/A	1973	1st Hon. Mention
SECONDARY	Caridad Barangay High School	High School Education	1973	1977	N/A	1977	1st Hon. Mention
VOCATIONAL / TRADE COURSE	Franciscan College of Immaculate Conception	2 years Junior Secretarial	1977	1979	N/A	1979	N/A
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Commerce	1979	1985	N/A	1985	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

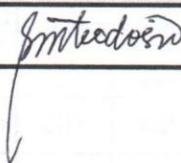
(Continue on separate sheet if necessary)

IV. CIVIL SERVICE ELIGIBILITY					
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
N/A					

(Continue on separate sheet if necessary)

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	GOVT SERVICE (Y/N)
From	To						
1/1/2017	present	Administrative Aide IV	PhilRootcrops, Visayas State University	12,591.00	SG4-S5	Permanent	yes
1/1/2016	12/31/2016	Administrative Aide IV	PhilRootcrops, Visayas State University	12,103.00	SG4-S5	Permanent	yes
3/1/2015	12/31/2016	Administrative Aide IV	PhilRootcrops, Visayas State University	11,635.00	SG4-S5	Permanent	yes
6/1/2012	2/28/2015	Administrative Aide IV	PhilRootcrops, Visayas State University	11,519.00	SG4-S4	Permanent	yes
3/1/2012	5/31/2012	Administrative Aide IV	PhilRootcrops, Visayas State University	10,763.00	SG4-S4	Permanent	yes
6/1/2011	2/29/2012	Administrative Aide IV	PhilRootcrops, Visayas State University	10,626.00	SG4-S3	Permanent	yes
6/24/2010	5/31/2011	Administrative Aide IV	PhilRootcrops, Visayas State University	9,848.00	SG4-S3	Permanent	yes
7/1/2009	6/23/2010	Administrative Aide IV	PhilRootcrops, Visayas State University	9,069.00	SG4-S3	Permanent	yes
3/1/2009	6/30/2009	Administrative Aide IV	PhilRootcrops, Visayas State University	8,290.00	SG4-S2	Permanent	yes
7/1/2008	2/18/2009	Administrative Aide IV	PhilRootcrops, Visayas State University	8,087.00	SG4-S2	Permanent	yes
7/1/2007	6/30/2008	Administrative Aide IV	PhilRootcrops, Leyte State University	7,352.00	SG4-S2	Permanent	yes
3/1/2006	6/30/2007	Administrative Aide IV	PhilRootcrops, Leyte State University	6,684.00	SG4-S2	Permanent	yes
12/1/2004	2/28/2006	Administrative Aide IV	PhilRootcrops, Leyte State University	6,522.00	SG4-S2	Permanent	yes
3/1/2003	11/30/2004	REMO II	PhilRootcrops, Leyte State University	6,522.00	SG4-S2	Permanent	yes
12/17/2002	2/28/2003	REMO I	PhilRootcrops, Leyte State University	5,678.00	SG4-S2	Permanent	yes
7/1/2001	12/16/2002	REMO I	PhilRootcrops, Leyte State University	5,540.00	SG4-S2	Permanent	yes
1/1/2000	6/30/2001	REMO I	PhilRootcrops, Visayas College of Agriculture	5,276.00	SG4-S2	Permanent	yes
12/17/1999	12/31/1999	REMO I	PhilRootcrops, Visayas College of Agriculture	4,796.00	SG4-S2	Permanent	yes
1/1/1998	12/16/1999	Clerk I	PhilRootcrops, Visayas College of Agriculture	237.64	N/A	casual	yes
1/1/1997	12/31/1997	Clerk I	PhilRootcrops, Visayas College of Agriculture	237.64	N/A	casual	yes
1/1/1996	12/31/1996	Clerk I	PhilRootcrops, Visayas College of Agriculture	225.27	N/A	casual	yes
1/1/1995	12/31/1995	Clerk I	PhilRootcrops, Visayas College of Agriculture	179.82	N/A	casual	yes
4/1/1994	12/31/1994	Clerk I	PhilRootcrops, Visayas College of Agriculture	134.36	N/A	casual	yes
1/1/1994	3/31/1994	Clerk I	PhilRootcrops, Visayas College of Agriculture	134.36	N/A	casual	yes
7/1/1989	12/31/1993	Clerk I	PhilRootcrops, Visayas College of Agriculture	98.00	N/A	casual	yes
1/1/1989	6/30/1989	Clerk I	PhilRootcrops, Visayas College of Agriculture	39.80	N/A	casual	yes
12/14/1989	12/31/1988	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	39.80	N/A	casual	yes
3/1/1987	12/17/1987	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	29.80	N/A	casual	yes
7/1/1986	2/28/1987	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	25.90	N/A	casual	yes
1/1/1985	6/30/1986	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	23.55	N/A	casual	yes
5/1/1984	12/31/1984	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	21.40	N/A	casual	yes
1/1/1982	4/30/1984	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	19.45	N/A	casual	yes
3/1/1981	12/31/1981	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	18.40	N/A	casual	yes
10/1/1980	2/28/1981	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	16.00	N/A	casual	yes
9/1/1980	9/25/1980	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	16.00	N/A	casual	yes
7/7/1980	8/26/1980	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	16.00	N/A	casual	yes
5/1/1980	6/30/1980	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	16.00	N/A	casual	yes
4/1/1981	4/18/1980	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	16.00	N/A	casual	yes
12/17/1979	3/31/1980	Clerk Typist	PhilRootcrops, Visayas College of Agriculture	16.00	N/A	casual	yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2017	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL 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			
	Women of the Philippines Independent Church (WOPIC)	Jan. 2016	Dec. 2020	N/A	Secretary	
(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			
	ISO 9001-2008 Orientation and Writeshop Among Faculty and Staff	10/05/15	N/A	8hrs.	N/A	PhilRootcrops Conference Hall, Visayas State University, VisCA,
	Anti-Red Tape Law and CSC Policy on Cash Advance	09/24/12	N/A	4 hrs.	N/A	CCE, VSU, VisCA Baybay, Leyte
	Personally Development Seminar for Front Liner	09/20/12	N/A	8hrs.	N/A	CCE, VSU, VisCA Baybay, Leyte
(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)	
	Typing		Loyalty Award- Dedicated serve to PhilRootcrops Research and Training Center for the last 38yrs (3/21/2017)		Administrative Personnel Association (ADPA)	
			Loyalty Award- 30years continous and dedicated service to VSU (9/30/2010)		Womens of the Philippines Independent(WOPIC)	
			Plaque of Recognition - Dedicated and meritorious service to PhilRootcrops Research and Training Center for the last 25 years (3/20/2007)			
			Plaque of Recognition - Dedicated and meritorious service to PhilRootcrops Research and Training Center for the last 20 years (3/20/2003)			
			Plaque- Exemplary Performance Award - Visayas State College of Agriculture (7/31/2001)			
			Katapatan Award - Most Outstanding Staff of PhilRootcrops Research and Training Center for the last 15 years (3/21/1994)			
			Katapatan Award - Dedicated and meritorious service to PhilRootcrops Research and Training Center for the last 10 years (3/21/1990)			
			Plaque - Most Outstanding Administrative Staff Award - PhilRootcrops Research and Training Center (3/21/1989)			
(Continue on separate sheet if necessary)						
SIGNATURE		DATE				
[Signature]		April 24, 2017		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)?

☐ YES ☒ NO
☐ YES ☒ 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?

☐ YES ☒ NO
If YES, give details: _____
☐ YES ☒ 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?

☐ YES ☒ 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?

☐ YES ☒ 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?

☐ YES ☒ NO
If YES, give details: _____
☐ YES ☒ NO
If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO
If YES, give details (country): _____

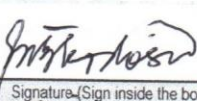
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

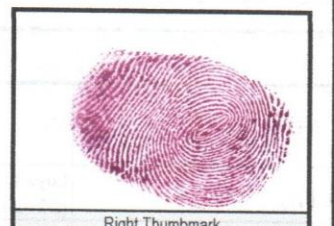
☐ YES ☒ NO
If YES, please specify: _____
☐ YES ☒ NO
If YES, please specify ID No: _____
☐ YES ☒ NO
If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Erlinda A. Vasquez	VSU, Baybay City, Leyte	563-7229
Dr. Julieta R. Roa	Baybay City, Leyte	563-7229

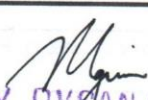
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate 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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	UMID CARD
ID/License/Passport No.:	CRN-006-0118-6759-5
Date/Place of Issuance:	VSU


Signature (Sign inside the box)
April 24, 2017
Date Accomplished



SUBSCRIBED AND SWORN to before me this APR 27 2017, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYAN C. GUINOCOR NOT. Person Administering Oath UNIT - BAYBAY CITY - 12/19/16 MCLE COME. NO. 57467
