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 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 2. SURNAME STA. IGLESIA N/A FIRST NAME MARILOU NAME EXTENSION (JR., SR) MIDDLE NAME LABANA 3. DATE OF BIRTH 09/30/1962 16. CITIZENSHIP ✓ Filipino (mm/dd/yyyy) Dual Citizenship ✓ by birth by naturalization 4 PLACE OF BIRTH BAYBAY, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX ☐ Male ✓ Female ☐ Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS ☐ Widowed ☐ Separated House/Block/Lot No. PANGASUGAN Other/s: Subdivision/Village Barangay 151 BAYBAY LEYTE 7. HEIGHT (m) City/Municipality Province 8. WEIGHT (kg) 58.6 ZIP CODE 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE 0 House/Block/Lot No. Street 10. GSIS ID NO **PANGASUGAN** 62093002411 Barangay Subdivision/Village BAYBAY LEYTE 11 PAG-IBIG ID NO 1700-0026-2306 City/Municipality Province 12. PHILHEALTH NO. 13-000014369-4 ZIP CODE 6521 13. SSS NO NA 19. TELEPHONE NO. NONE 14. TIN NO 116-627-050 20. MOBILE NO. 09152862332 15. AGENCY EMPLOYEE NO. V000648 21. E-MAIL ADDRESS (if anv) marilousta.iglesia@yahoo.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME STA. IGLESIA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME NESTOR **NESS MARIE L. STA. IGLESIA** 03/24/1982 MIDDLE NAME CALIBUD **NHESLY L. STA. IGLESIA** 11/09/1992 OCCUPATION LABORER MARY LEE L. STA. IGLESIA 04/24/1995 EMPLOYER/BUSINESS NAME NONE **BUSINESS ADDRESS** NONE TELEPHONE NO. NONE FATHER'S SURNAME LABANA NAME EXTENSION (JR., SR) FIRST NAME VICENTE MIDDLE NAME MARANGUIT NAYRE 25. MOTHER'S MAIDEN NAME SURNAME LABANA FIRST NAME PONCIANA MIDDLE NAME POLIQUIT (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP/ HIGHEST LEVEL NAME OF SCHOOL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE ACADEMIC HONORS YEAR LEVEL UNITS EARNED (Write in full) GRADUATED (Write in full) (if not graduated) RECEIVED From To **PANGASUGAN ELEMENTARY SCHOOL** ELEMENTARY **ELEMENTARY GRADUATE** 1969 1974 N/A 1974 NONE **VISAYAS STATE OF AGRICULTURE** SECONDARY HIGH SCHOOL GRADUATE 1974 1978 N/A NONE 1978 FRANCISCAN COLLEGE OF IMMACULATE VOCATIONAL / SECRETARIAL 1978 1981 N/A 1981 CERT. TRADE COLIRSE CONCEPTION COLLEGE N/A N/A N/A N/A N/A N/A N/A **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A herti SIGNATURE DATE May 30, 2023 CS FORM 212 (Revised 2017), Page 1 of 4

7. CARE	SPECIAL LAWS/	(BOARD/ BAR) UNDER CES/ CSEE	RATING	DATE OF EXAMINATION /	TION / CONFE	RMENT	LICENSE (if a		
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			CONFERMENT PLACE OF EXAMINA	TION / CONFERMENT		NUMBER	Date of Validity		
N/A N/A			N/A	N/A	1509303342 45 46 46 N/A -0		en politice	N/A	N/A
			All All States	TOTAL A CONTROL STATE		123.121.47			
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			(C	ontinue on separate sheet if	necessary)				
clude priv		Start from your recen	t work) Descript	ion of duties should b	e indicated in the attac	hed Work E	xperience she	et.	n n
	SIVE DATES n/dd/yyyy) To	POSITION TI (Write in full/Do not a			CY / OFFICE / COMPANY o not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
1/01/1998	PRESENT	ADMINISTRATIV	E AIDE III	VISAYAS STATE UNIVERSITY		667.18/day	03-1	CASUAL	YES
7/01/1992	12/31/1997	OFFICE CLI	ERK	DEPARTMENT OF CONSUMER & HOSPITALITY MANAGEMENT		2,156/mo	N/A	CASUAL	YES
1/01/1985	06/30/1991	OFFICE CLI	RK	VISAYAS STATE UN	20.55/day	N/A	CASUAL	YES	
09/01/1983	12/01/1984	LABORE	R	NATIONAL ABACA RESEARCH CENTER		17.00/day	N/A	CASUAL	YES
			C FAC 986	roa ostari	4-5-5-	ja	020 530		
		1857	rityrijsis dulaini	James (ve- of 6.6 Paul)A	100 F		618601		
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			4401	TAUGASIA VAATNASSA	DOHOR Y	ATKEMBIR	MAR DEA BURG		(A/ Tr
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			(Co	ntinue on separate sheet if r	ecessary)		NEW YORK WAS THE PROPERTY		A 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

VI. VOLUNTARY WORK OR INVOLVEME				ON GANIZATI	ON'S		
	, NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK		
N/A	From N/A	N/A	N/A	inU treme	ave O legg (N/A - v. e.) thurst a think		
127	If YES, give Jean						
			or and who more than	Capacin a	om instrali	ore in other breat year, says trou AVS	
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	ase de la positión de de de la						
II. LEARNING AND DEVELOPMENT (LE	(Con (Control (Control (Contro	ntinue on separate s PROGRAMS A	sheet if necessary				
tart from the most recent L&D/training program and in		or the last five (5) ye	ears for Division C	Chief/Executive/Mar	lagerial positions)		
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
/ IN THE WORKPLACE SEMINAR	Silson) In VES gradeful	12/09/2016	12/09/2016	19 4.0	TECHNICAL	VISAYAS STATE UNIVERSITY, CENTER FOR CONTINUING EDUCATION (VSU-CCE)	
9001-2008 ORIENTATION & WRITESHOP AM	09/21/2015	09/21/2015	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY, CENTER FOR CONTINUING EDUCATION (VSU-CCE)		
ANNING WORKSHOP: ON THE PREPARATION LATIVE TO PROCUREMENT	& PROCESSING OF DOCUMENTS	05/27/2015	05/27/2015	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY	
MES-OPES) TRAINING ON RA9184 AND ITS RE	1/26/2011	1/26/2011	8.0	TECHNICAL	OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE DEVELOPMENT, VISAYAS STATE UNIVERSITY (ODAHRD, VSU)		
NUAL RDE MANAGEMENT FORUM SEMINAR- RFORMANCE TARGETS AND ACCOMPLISHM	01/11/2011	01/12/2011	16.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)		
DULES I.II AND VI		7/29/2010	7/29/2010	8.0	TECHNICAL	DBM, R8, GPPB & VISAYAS STATE UNIVERSI	
RKSHOP ON CONCEPTUALIZING R & D PRO	7/22/2010	7/23/2010	16.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)		
SEARCH AND DEVELOPMENT IN-HOUSE REV	4/26/2010	4/30/2010	40.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)		
MINAR ON ESSENTIAL PSYCHOPARMACOLO INICAL IMPLICATIONS AND FISHING FOR AN BRATISH	10/23/2009	10/23/2009	4.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)		
MINAR-WORKSHOP ON LEADERSHIP AND ET NAGEMENT	10/15/2009	10/15/2009	8.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)		
MPUTER TRAINING FOR EXCEL AND POWER	10/28/2003	10/30/2003	24.0	TECHNICAL	HRMDO, DCST, VISAYAS STATE UNIVERSITY		
REER AND PERSONALITY DEVELOPMENT FO MINISTRATIVE STAFF	R CLERK AND OTHER	5/19/2003	5/20/2003	24.0	TECHNICAL	VISAYAS STATE UNIVERSITY	
LUES ORIENTATION WORKSHOP (VOW)	8772871555	09/01/1998	09/03/1998	24.0	TECHNICAL	PROF. ROSA OPHELIA D. VASSIV	
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section and president	Lucius Control audi	5 61 (10)(12.19	310 de 0 to		orla variation	the under coal the transfer of the	
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OTHER INFORMATION							
SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) MEMBERSHIP IN ASSOCIATION/ORGANIZATI (Write in full)						
MPUTER LITERATE	NONE					Passage NONE) House of the same	
LEYBALL	123	May 30, 20				of testisnes.	
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	(Con	tinue on separate si	neet if necessary)			•	
SIGNATURE	Metroal	V	DATE		May 30, 2023	CS FORM 212 (Revised 2017), Page 3 of	

34,	Are you related by sensonary in the or affinity to the sensiniti-		
J	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate	y or recommending authority, or to the	
	Bureau or Department where you will be apppointed,		
	a. within the third degree?	YES NO	
1	b. within the fourth degree (for Local Government Unit - Car	YES VO	
		If YES, give details:	
			in tee, give detaile.
35. 8	 Have you ever been found guilty of any administrative offer 	ense?	☐ YES ☑ NO
			If YES, give details:
ŀ	b. Have you been criminally charged before any court?		
). Have you been diffillially charged belone any count:		☐ YES ☑ NO If YES, give details:
			Date Filed:
		Application of the second seco	Status of Case/s:
36. F	Have you ever been convicted of any crime or violation of ar	ny law, decree, ordinance or regulation by	
а	any court or tribunal?	☐ YES ☑ NO If YES, give details:	
			ii i Lo, givo dotano.
37. H	Have you ever been separated from the service in any of the	e following modes: resignation, retirement.	
d	dropped from the rolls, dismissal, termination, end of term, fir	nished contract or phased out (abolition) in	☐ YES ☑ NO If YES, give details:
th	he public or private sector?	The state of the s	
38. a	a. Have you ever been a candidate in a national or local elec	ction held within the last year (except	☐ YES ☑ NO
D	Barangay election)?	The second second in the second	If YES, give details:
b	b. Have you resigned from the government service during the	e three (3)-month period before the last	☐ YES ☑ NO
е	election to promote/actively campaign for a national or local	candidate?	If YES, give details:
39. H	lave you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO
		COLUMBIA TRESTAR	If YES, give details (country):
	PORTAGE TARREST AND A COURT OF MICH AND ADMINIST	60 - 1 9/00/07 6/00/07 1	## MM 2 x 1 x 2 K 7 Co.
40. P	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	na Carta for Disabled Persons (RA 7277);	
aı	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please	answer the following items:	STORGER LAST LAST ALTO CONTENT OF A CONTENT
a. A	Are you a member of any indigenous group?		☐ YES ☑ NO
b. A	Are you a person with disability?	ace amenda sixeea	If YES, please specify:
/	re you a person with disability ?	The second secon	☐ YES ☑ NO
c. A	ve you a solo parent?	th continue someon are	If YES, please specify ID No:
	and restricting and this to source		If YES NO
41. RE	EFERENCES (Person not related by consanguinity or affinity to applicant /	/appointee)	CASE TAX PARTY PROPERTY OF THE PARTY OF THE
	TRANSPORT PARTO COST BARANS STATE HARTMANY	ADDRESS	TEL NO.
	DR. MILAGROS BALES	VISCA, BAYBAY CITY, LEYTE	9424814524
		Pac continue application	3424014024
	PROF. ROSA OPHELIA D. VELARDE	VISCA, BAYBAY CITY, LEYTE	9773873556
	DR. OTHELLO B. CAPUNO	VISCA, BAYBAY CITY, LEYTE	563-8935
42. Id	declare under oath that I have personally accomplished this	s Personal Data Sheet which is a true, cor	rect and complete
Sta	atement pursuant to the provisions of pertinent laws, rules a	and regulations of the Republic of the Philir	ppines authorize
mi	e agency head / authorized representative to verify/ isrepresentation made in this document and its attachme	validate the contents stated herein. I	agree that any
ag	gainst me.	shis shall dause the hilly of authinistrativ	Ve/criminal case/s
			American Section 1971 - 1971 (American Section 1971)
Gover	emment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		
	ASE INDICATE ID Number and Date of Issuance	11.1-1.1	
Government Issued ID: GSIS UMID ID			
ID/Lice	ense/Passport No.: 006-0076-3488-4		
Date/P	Place of Issuance: /	The second of	
		Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this	, affiant exhibitir	ng his/her validly issued government ID as indicated above.
		All .	
	The second secon	MILE HYSAN Z GUINOCOR	
		VSU Chief Legal Officer	
		Person Administering Oath	
		1 or soft Authinistoring Gaut	

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WORK EXPERIENCE SHEET

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

- 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 1, 1998 Present
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Vice President for Research & Extension
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - Receive all the important documents; take charge of sending and receiving correspondence, as well as greeting clients and customers; Facilitating all papers needed in the office; took charge of encoding important papers needed by my immediate supervisor; Managing and distributing information within an office. This generally includes answering phones.
- Duration: July 1, 1992 December 31, 1997
- Position: Office Clerk
- Name of Office/Unit: Department of Consumer & Hospitality Management (DCHM)
- Immediate Supervisor: Lucylen B. Ponce
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - Receive all the important documents, facilitating all papers needed; take charge of encoding important papers to disseminate to the other offices; took charge in processing and prepare documents, such as business or government forms and expense reports.
- Duration: January 1, 1985 June 30, 1991
- Position: Office Clerk
- · Name of Office/Unit: VSU-Infirmary
- Immediate Supervisor: Dr. Isabel P. Bertulfo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties

- Collect, count, and disburse money, do basic bookkeeping and complete transactions.
 Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information; take orders and address complaints; took charge of receiving & sending of documents.
- Duration: September 1, 1983 December 31, 984
- · Position: Laborer
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Nguyen T. Than-Tuyen
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - Take charge in cleaning and preparing materials; Keeps simple records and logs; do other tasks assigned by my immediate supervisor.

MARILOU L. STA IGLESIA
(Signature over Printed Name of Employee/Applicant)

Date: <u>May 30, 2023</u>