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)

I. PERSONAL INFORMATION

2. SURNAME	RANCHEZ
FIRST NAME	CARLITO
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	VIDAD
3. DATE OF BIRTH (mm/dd/yyyy)	08-14-1957
4. PLACE OF BIRTH	KABACAN, NORTH COTABATO
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.6
8. WEIGHT (kg)	63
9. BLOOD TYPE	O
10. GSIS ID NO.	57081402436
11. PAG-IBIG ID NO.	1700-0027-4919
12. PHILHEALTH NO.	13-000073485-4
13. SSS NO.	06-1265056-3
14. TIN NO.	104-771-439
15. AGENCY EMPLOYEE NO.	Y00443
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	House/Block/Lot No.: — Street: PANGASUGAN; Subdivision/Village: BAYBAY; Barangay: LEYTE; City/Municipality: — Province: —
ZIP CODE	6521
18. PERMANENT ADDRESS	House/Block/Lot No.: — Street: PANGASUGAN; Subdivision/Village: BAYBAY; Barangay: LEYTE; City/Municipality: — Province: —
ZIP CODE	6521
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09268403691
21. E-MAIL ADDRESS (if any)	N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A (NAME EXTENSION (JR., SR): N/A)	N/A	
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	RANCHEZ		
FIRST NAME	PEDRO (NAME EXTENSION (JR., SR): N/A)		
MIDDLE NAME	CALIJA		
25. MOTHER'S MAIDEN NAME			
SURNAME	VIDAD		
FIRST NAME	DOLORES		
MIDDLE NAME	CALDITO	(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	PISAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1966	1970	N/A	1970	SALUTATORIAN
SECONDARY	UNIVERCITY OF SOUTHERN MINDANAO	HIGH SCHOOL	1970	1974	N/A	1974	FIRST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS AGRICULTURE PLANT PROTECTION	1981	1983	N/A	1983	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERCITY	MS ENTOMOLOGY	1989	1993	24	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04-24-2017

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
CAREER SERVICE PROFESSIONAL	83.24%	08-05-1990	St. PETER'S COLLEGE, ORMOC CITY		

(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	GOV'T SERVICE (Y/ N)
From	To						
01/01/2017	PRESENT	ADMINISTRATIVE OFFICER 1	DEPARTMENT OF ANIMAL SCIENCE	18,217	10-1	PERMANENT	YES
07/01/2014	12/31/2016	ADMINISTRATIVE OFFICER 1	DEPARTMENT OF ANIMAL SCIENCE	17,730	10-1	PERMANENT	YES
01/02/2006	06/30/2014	AGRICULTURAL TECHNICIAN II	DEPARTMENT OF ANIMAL SCIENCE	15,232	8-1	PERMANENT	YES
01/01/2001	12/31/2005	SCIENCE RESEARCH ASSISTANT	DEPARTMENT OF PEST MANAGEMENT	9,318	9-1	CONTRACTUAL	YES
08/01/1991	06/30/1998	SCIENCE RESEARCH ASSISTANT	GTZ - APPLIED TROPICAL ECOLOGY PROGRAM	8,500	9-1	CONTRACTUAL	NO
11/14/1988	07/31/1991	RESEARCH ASSISTANT	DEPARTMENT OF PLANT PROTECTION	159.10 D	9-1	CASUAL	YES
07/01/1984	06/30/1986	RESEARCH ASSISTANT	DEPARTMENT OF PLANT PROTECTION	938.30 M	9-1	CONTRACTUAL	YES
07/01/1983	06/30/1984	RESEARCH AIDE	DEPARTMENT OF PLANT PROTECTION	610.10	-	CONTRACTUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04-24-2017

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
N/A				

(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) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
REORIENTATION OF DEPARTMENT/OFFICE SECRETARIES	11-14-2016	11-15-2016	8	SUPERVISORY	VISAYAS STATE UNIVERSITY
PRE-RETIREMENT ORIENTATION SEMINAR	09-30-2016	09-30-2016	4	MANAGERIAL	VISAYAS STATE UNIVERSITY
PROCUREMENT PLANNING WORKSHOP	09-13-2016	09-13-2016	8	TECHNICAL	VISAYAS STATE UNIVERSITY
SCIENTIFIC FORUM OF THE PHILIPPINE PHYTOPATHOLOGICAL SOCIETY, INC. - VISAYAS DIVISION	03-13-2003	03-14-2003	16	TECHNICAL	DEPARTMENT OF PEST MANAGEMENT
ANNUAL CONVENTION OF THE PEST MANAGEMENT COUNCIL OF THE PHILIPPINES, INC.	05-08-2002	05-10-2002	24	TECHNICAL	PEST MANAGEMENT COUNCIL OF THE PHILIPPINES
13TH REGIONAL SYMPOSIUM ON RESEARCH AND DEVELOPMENT HIGHLIGHTS	07-11-2001	07-13-2001	16	TECHNICAL	VISAYAS STATE COLLEGE OF AGRICULTURE AND LEYTE INSTITUTE OF TECHNOLOGY
31ST ANNUAL CONVENTION OF THE PEST MANAGEMENT COUNCIL OF THE PHILIPPINES, INC.	05-04-1999	05-06-1999	24	TECHNICAL	PEST MANAGEMENT COUNCIL OF THE PHILIPPINES
INTERNATIONAL CONFERENCE ON APPLIED TROPICAL ECOLOGY	09-08-1998	09-10-1998	24	TECHNICAL	VISAYAS STATE COLLEGE OF AGRICULTURE
8TH REGIONAL SYMPOSIUM ON RESEARCH AND DEVELOPMENT HIGHLIGHTS	07-03-1996	07-05-1996	24	TECHNICAL	VISAYAS STATE COLLEGE OF AGRICULTURE
ENVIRONMENTAL IMPACT ASSESSMENT	05-24-1993	06-02-1993	80	TECHNICAL	UNIVERSITY OF THE PHILIPPINES AT LOS BANOS AND
SUMMER ORIENTATION COURSE ON ENVIRONMENTAL STUDIES	04-06-1992	04-29-1992	352	MANAGERIAL	VISAYAS STATE COLLEGE OF AGRICULTURE
CONCEPTUALIZATION OF INTEGRATED PEST MANAGEMENT	08-14-1989	08-15-1989	16	TECHNICAL	DEPARTMENT OF PEST MANAGEMENT

(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)
MUSHROOM CULTURE	LOYALTY AWARD (15 YEARS) - 09-30-2016	ALUMNUS - PI OMICRON
GARDENING/PLANT PROPAGATION		FRATERNITY - USM
COMPUTER + PHOTOGRAPHY	BEST SCIENCE RESEARCH ASSISTANT AWARD	CHAPTER
ENVIRONMENTAL IMPACT ASSESSMENT	(08-10-2005) FROM THE VISAYAS	
COOKING	STATE UNIVERSITY	
RESTRAINING SMALL/LARGE RUMINANTS/ DRUG ADMINISTRATION		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04-24-2017

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 apppointed, 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?	☐ YES ☒ NO If YES, give details:
	b. Have you been criminally charged before any court?	☐ 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)?	☐ YES ☒ NO If YES, give details:
	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:
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?	☐ YES ☒ NO If YES, please specify:
b.	Are you a person with disability?	☐ YES ☒ NO If YES, please specify ID No:
c.	Are you a solo parent?	☐ YES ☒ NO If YES, please specify ID No:

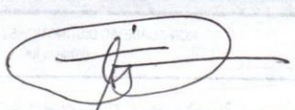
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. DINAH M. ESPINA	DEPARTMENT OF ANIMAL SCIENCE	09173276763
DR. WILTJ C. BECTIL	DEPARTMENT OF ANIMAL SCIENCE	09177052058
PROF. MANUEL D. GACUTAN, JR.	DEPARTMENT OF ANIMAL SCIENCE	09176361696

PHOTO

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:	V00443
ID/License/Passport No.:	DRIVER'S LICENSE N IV-09-000666
Date/Place of Issuance:	2014- VSU, Visca, Baybay City, Leyte


Signature (Sign inside the box)

04-24-2017
Date Accomplished


Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
NOTARY PUBLIC
UNTIL DECEMBER 31, 2017
PTR 0495869 - BAYBAY, LEYTE - 1/12/17
IBP 1030924 - TACLOBAN CITY - 12/19/16
MCLE COMP. NO. V-0008580-07/20/15
ROLL OF ATTORNEYS NO. 57467
Person Administering Oath