

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 () ☐ 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	OCAÑADA		
FIRST NAME	JEMUEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABELLANA		
3. DATE OF BIRTH (mm/dd/yyyy)	9/4/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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	A. Tavera St.
7. HEIGHT (m)	1.68	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	88		Poblacion Zone 15
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		Baybay Leyte
11. PAG-IBIG ID NO.	121130178904		City/Municipality Province
12. PHILHEALTH NO.	130252516284	18. PERMANENT ADDRESS	6521
13. SSS NO.	0638500675	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	459282473		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	VJO00872		City/Municipality Province
		19. TELEPHONE NO.	
		20. MOBILE NO.	09751542160
		21. E-MAIL ADDRESS (if any)	jemuel.ocanada@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OCAÑADA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANA LEA	NAME EXTENSION (JR., SR)	JUVANN ANTHON O. OCAÑADA	5/11/2020
MIDDLE NAME	ORAÑO		JUHANN ANTHON O. OCAÑADA	5/11/2020
OCCUPATION	BRANCH ASSOCIATE			
EMPLOYER/BUSINESS NAME	EUIPI-PPS			
BUSINESS ADDRESS	PUERTO PRINCESSA PALAWAN			
TELEPHONE NO.	9651338384			
24. FATHER'S SURNAME	OCAÑADA			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GOMEZ			
25. MOTHER'S MAIDEN NAME	CRUZA			
SURNAME	OCAÑADA			
FIRST NAME	FLORA			
MIDDLE NAME	ABELLANA		(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	BAYBAY I CENTRAL SCHOOL	ELEMENTARY	1999	2005		2005	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2005	2009		2009	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2014		2014	
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

6/6/22

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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/6/22
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / 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		
N/A		N/A	N/A	N/A	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)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Community-Based Disaster and Risk-Reduction Management (CBDRRM) - Training	6/4/2022	6/4/2022	8.0	TECHNICAL	Philippine KOICA Feelow Association Inc. (PHILKOFA)
	KAALAM: Creative Forms and Narratives of the Contemporary	3/9/2022	3/9/2022	8.0	TECHNICAL	VSU- IHK (Virtual)
	Economic and Financial Learning Office	6/14/2021	6/14/2021	4.0	TECHNICAL	BANKO SENTRAL NG PILIPINAS (Virtual)
	ABC's of DRRM: Mainstreaming Disaster Risk Reduction and Management through the National Service Training Program towards Quality Life	3/15/2021	3/15/2021	2.0	TECHNICAL	Community Wellbeing Program Department of Human Kinetics UPLB (Virtual)
	ISO: 9001:2015 AWARENESS/ REAWARENESS WEBINAR	11/27/2020	11/27/2020	8.0	TECHNICAL	ODQA & OP - VSU
	DOCUMENT TRACKING SYSTEM	11/13/2020	11/13/2020	3.0	TECHNICAL	HRIS - VSU
	DIGITAL JOBS PH	9/3/2019	11/5/2019	96.0	TECHNICAL	DICT BAYBAY CITY, 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)
	PHOTOGRAPHY		N/A		N/A
	PHOTO EDITING				

(Continue on separate sheet if necessary)

SIGNATURE



DATE

6/6/22

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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>STEPHEN ALEXEUS BALTAZAR</td><td>SAN ANTONIO BAYBAY CITY, LEYTE</td><td>9067788813</td></tr><tr><td>ARMEL GONZAGA</td><td>BAYBAY CITY, LEYTE</td><td>9154384487</td></tr><tr><td>THELMA C. ZAFRA</td><td>30 de DICIEMBRE ST. BAYBAY CITY, LEYTE</td><td>9173065494</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	STEPHEN ALEXEUS BALTAZAR	SAN ANTONIO BAYBAY CITY, LEYTE	9067788813	ARMEL GONZAGA	BAYBAY CITY, LEYTE	9154384487	THELMA C. ZAFRA	30 de DICIEMBRE ST. BAYBAY CITY, LEYTE	9173065494
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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.														
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"><div>Signature (Sign inside the box)</div><div>Date Accomplished</div></td><td rowspan="4"><div>PHOTO</div><div>Right Thumbmark</div></td></tr><tr><td>Government Issued ID: TIN</td></tr><tr><td>ID/License/Passport No.: 459282473</td></tr><tr><td>Date/Place of Issuance: 10/21/2014 ORMOCR CITY LEYTE</td></tr></table>			Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div>Signature (Sign inside the box)</div> <div>Date Accomplished</div>	<div>PHOTO</div> <div>Right Thumbmark</div>	Government Issued ID: TIN	ID/License/Passport No.: 459282473	Date/Place of Issuance: 10/21/2014 ORMOCR CITY LEYTE						
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ID/License/Passport No.: 459282473														
Date/Place of Issuance: 10/21/2014 ORMOCR CITY LEYTE														
SUBSCRIBED AND SWORN to before me this 04 AUG 2022														
<div>ATTY. RYAN L. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>														

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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 3, 2022 – Present
- Position: Administrative Aide III / dDRC
- Name of Office/Unit: University Disaster and Risk-Reduction Management Office
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University – Main Campus

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2nd Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
 - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
 - Prepared, sorted and filed documents for ISO certification.
 - Filed and retrieved communications, security guard detail, memos and other official documents;
 - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
 - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
 - Photocopied, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
 - Maintained cleanliness and orderliness of the office and reception area and performed messengerial jobs as the need arises; and
 - Performed other tasks assigned by the department head and faculty;
 - Answer inquiries and calls from concerned offices / individuals
 - Make ID's of VSU residents and helpers.
 - Issuing, maintaining, retrieving and controlling controlled documents
 - Assigning of document numbers and other coding controls for document coordination with the DRC
 - Coordinate with and inform relevant personnel on any changes; and
 - Ensuring the implementation of the control of records

Sample: If applying to Supervising Administrative Officer

- Duration: March 5, 2020 – December 31, 2021
- Position: Administrative Aide III / dDRC
- Name of Office/Unit: University Disaster and Risk-Reduction Management Office
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University – Main Campus

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2nd Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
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 - Ensuring the implementation of the control of records

- Duration: November 27, 2014 – May 7, 2018
- Position: Branch Associate
- Name of Office/Unit: Palawan Pawnshop
- Immediate Supervisor: Armel M. Gonzaga
- Name of Agency/Organization and Location: Eight Under Par Inc. (Pawnshop Operator)

- List of Accomplishments and Contributions (if any)
 - Conduct Marketing for new products and services offered
 - Attended several workshops in relation to the pawnshop operations
- Summary of Actual Duties
 - Serves as branch teller/branch manager
 - Acting as vault custodian, safekeeping of assigned branch keys and assisting branch daily
 - Appraise and accept pawns per corporate directives
 - Oversee branch performance, market standing and updates on competition
 - Manage funds, approving the cash flow report and assuring payment for utilities, supplies and company equipment required for smooth operations
 - Secure and update necessary government permits and comply with all government regulations
 - Handle customer complaints
 - Receive and disburse money to customers, reconcile and tally the actual cash on hand
 - Record all branch transactions accurately, issue official receipts for branch transactions and maintain books and ledger using best accounting practices
 - Perform bank transactions and fund transfers using proper security procedures
 - Cate all remittance transactions-PEPP and auxiliary businesses (e-loading, bills payment, suki card registration and protektodo), as well as corporate promotion

JEMUEL A. OLANADA

(Signature over Printed Name
of Employee/Applicant)

Date: 6/6/22