CS Form No. 212

SIGNATURE

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 Geraldo NAME EXTENSION (JR., SR) N/A FIRST NAME Mona Nena MIDDLE NAME Bestudio 3. DATE OF BIRTH 16. CITIZENSHIP (mm/dd/yyyy) 11/04/1986 ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Baybay City, Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details. 5 SEX ☐ Male **Philippines** ✓ Female Single ✓ Married 17. RESIDENTIAL ADDRESS M.L QUEZON 6. CIVIL STATUS Widowed Separated House/Block/Lot No. Street Poblacion Zone 8 Other/s: Subdivision/Village Barangay RAYRAY I FYTE 7. HEIGHT (m) 1.52 City/Municipality Province ZIP CODE 6521 8. WEIGHT (kg) 60.00 8. PERMANENT ADDRESS M.L QUEZON 9. BLOOD TYPE B+ House/Block/Lot No. Street Poblacion Zone 8 10, GSIS ID NO. 011195018472 Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO. 121175915190 City/Municipality Province 12. PHILHEALTH NO. 130253235889 ZIP CODE 6521 13. SSS NO. 3415334122 19. TELEPHONE NO. (1 14. TIN NO. 334723256 20. MOBILE NO. 935-946-8586 15. AGENCY EMPLOYEE NO. V01209 21. E-MAIL ADDRESS (if any) monanena.geraldo@vsu.edu.ph 22. SPOUSE\'S SURNAME Geraldo 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME Arian Wen ATHENA CHARLOTTE BESTUDIO GERALDO 03/21/2004 MIDDLE NAME Resano **OFW** OCCUPATION EMPLOYER/BUSINESS NAME HIWIN Corp. **BUSINESS ADDRESS** Taichung Taiwan TELEPHONE NO. N/A 24. FATHERY'S SURNAME **BESTUDIO** IAME EXTENSION (JR., SR) FIRST NAME **MARFELITO** AUTIDA MIDDLE NAME 25. MOTHERY'S MAIDEN NAME NENA CABALLES CALA **BESTUDIO** SURNAME FIRST NAME NENA CALA MIDDLE NAME (Continue on separate sheet if necessary) HIGHEST SCHOLARSHIP PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL/UNITS YEAR ACADEMIC LEVEL EARNED GRADUATED HONORS (Write in full) (Write in full) From To (if not graduat RECEIVED ELEMENTARY Baybay II South Central School Elementary 1993 1999 1999 N/A SECONDARY Baybay National High School High School 1999 2003 2003 N/A VOCATIONAL/ TRADE COURSE 2015 N/A COLLEGE Visayas State University Bachelor of Science in Agribusiness 2003 2015 **GRADUATE STUDIES** N/A

08/12/2024

DATE

IV. CIVIL	SERVICE E	ELIGIBILITY				Name and Administration of the Control	Marie Carlos Car		
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING			RATING	DATE OF EXAMINATION / PLACE OF EXAMIN		NATION (CONFERMENT		LICENSE (if applicable)	
SPECIAL LAWS/ CES/ CSEE  BARANGAY ELIGIBILITY / DRIVER'S LICENSE  (If Applicable)			(If Applicable)	CONFERMENT	PLACE OF EXAMINATION / CONFERMENT		INCIVI	NUMBER	Date of Validity
CSC Professional Eligibility 82.22			82.22	08/06/2017 Saint Joseph C		College Maasin C	City	N/A	N/A
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28. INCLU	SIVE DATES						SALARY/ JOB/ PAY GRADE (if		GOVT
From	То	//dd/yyyy) POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	applicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	SERVICE (Y/N)
01/01/2023	PRESENT	Administrative Aide III		Visayas State University		14,678.00	3-1	Permanent	Υ
01/01/2022		Administrative Aide III		Visayas State University		14,125.00	3-1	Permanent	Y
08/02/2021		Administrative Aide III		Visayas State University		13,572.00	3-1	Permanent	Y
07/01/2021	08/01/2021	Administrative Aide III		Visayas State University		13,572.00	3-1	Casual	Υ
01/01/2021		Administrative Aide III		Visayas State University		13,572.00	3-1	Casual	Y
01/01/2021	06/30/2021	Administrative A	Administrative Aide III		Visayas State University		3-1	Casual	Y
08/17/2020	08/17/2020 12/31/2020 Administrative Aide III		Visayas State University		13,019.00	3-1	Casual	Y	
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CS FORM 212 (Revised 2017), Page 3 of		/			A			
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Commission on Audit Region VIII	Technical	32	09/16/2022	09/13/2022	(SPRAI) serut	Law and Rules on Governance Expending		
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Association of Government Accountants of the Philippines	Technical	32	10/21/2023	10/18/2023	₩	AGAP TECHNICAL SEMIN		
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34.	Are you related by consanguinity or affinity to the appoint the chief of bureau or office or to the person who has in Office, Bureau or Department where you will be apppoint	nmediate supervision over you in the		
	a. within the third degree?	YES	✓ NO	
	b. within the fourth degree (for Local Government Unit	YES	✓NO	
			If YES, give details:	
35.	a. Have you ever been found guilty of any administrative	re offense?	YES  If YES, give details:	✓NO
	b. Have you been criminally charged before any court?	to the second of	YES If YES, give details:	NO
			Date Filed:	
			Status of Case/s:	
36.	Have you ever been convicted of any crime or violation	of any law, decree, ordinance or	YES	✓NO
	regulation by any court or tribunal?		If YES, give details:	
27		tu tu tu tu tu		□NO
37,	Have you ever been separated from the service in any retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?		YES If YES, give details:	Resigned
38.	a. Have you ever been a candidate in a national or local (except Barangay election)?	YES If YES, give details	<b>☑</b> NO ::	
	b. Have you resigned from the government service duri last election to promote/actively campaign for a national	YES If YES, give details	<b>☑</b> NO ::	
39.	Have you acquired the status of an immigrant or perma	☐YES ☑NO If YES, give details (country):		
a. b.	Pursuant to: (a) Indigenous People\'s Act (RA 8371); (b 7277); and (c) Solo Parents Welfare Act of 2000 (RA 84 Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	☐YES If YES, please specify ☐YES If YES, please specify ☐YES If YES, please specify	y ID No VNO	
41.	REFERENCES (Person not related by consanguinity or affinity to app	plicant /appointee)		
	NAME	ADDRESS	TEL NO.	
	LOUELLA C. AMPAC	ODF BAYBAY CITY, LEYTE	1061	
	ALICIA M. FLORES	BUDGET BAYBAY CITY, LEYTE	1009	
	erly s. escutura	BUDUET DAYBAY WYTE	1009	
42.	I declare under oath that I have personally accomplish complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized repagree that any misrepresentation made in this docadministrative/criminal case/s against me.	tinent laws, rules and regulations of the presentative to verify/validate the contents	Republic of the stated herein. I	MONA NENA B. GERALDO PHOTO
G	iovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License,			ALL MAN THE SECOND
	c.) PLEASE INDICATE ID Number and Date of Issuance overnment Issued ID: DL			
IC	)/License/Passport No.: H1218002500	oox)		
D	ate/Place of Issuance: 11/03/2022 / BAYBAY CITY, LEYTE	JOX)	Right Thumbmark	
	SUBSCRIBED AND SWORN to before me this 12	AUG 2024 affiant exh	ibiting his/her validly issu	ued government ID as indicated above.
		M/A		goronimon ib as indicated above.
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		Person Administering Qat	h	

## **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.
- Duration: April 17, 2017 present
- Position: Administrative Aide III
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Budget Office, VSU Main Campus Baybay, Leyte
  - List of accomplishments and contributions (if any)
    - Act as one of the resource speaker in the recently conducted Public Financial Management Forum hosted by VSU Finance Division.
  - Summary of Actual Duties
    - Responsible in obligating, monitoring and liquidating of fund 101 (RAF). Updates status of balances, functions as deputy Document Records Controller of the Office, prepares ORS and voucher and monitor balances for CSI's Fund Transfer and lastly assist in report preparations and encoding datas to URS and OSBP.
- Duration: April 1, 2016

   April 1,2017
- Position: Crew
- · Name of Office/Unit: Goldilocks Baybay
- Immediate Supervisor: Mark Delute
   Name of Agency/Organization and Location: Chawna Foods Corporation Tacloban City
  - Summary of Actual Duties
    - Perform cashiering, inventory, messengerial and all around work assigned by the supervisor.

MONA NEWA B. GERALDO
(Signature over Printed Name of Employee/Applicant)

Date:			