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CS Form No. 212
Revised 2017
WARNING: Any misrepresents concerned.
READ THE ATTACHED GUIDE Print legibly. Tick appropriate boxe
I. PERSONAL INFORMATI

SIGNATURE

ERSONAL DATA SHEET ation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM (Do not fill up. For CSC use only ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME Colis NAME EXTENSION (JR., SR) FIRST NAME Honey Sofia Colis MIDDLE NAME 3. DATE OF BIRTH 04/25/1967 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) Pls. indicate country: 4. PLACE OF BIRTH Baybay, Leyte If holder of dual citizenship lease indicate the details. ☐ Male ✓ Female • 5. SEX Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS use/Block/Lot No Widowed Separated Zone 6 Brgy. Guadalupe Other/s: ibdivision/Villa Barangay **Baybay City** Levte 1 59m 7. HEIGHT (m) City/Municipality 64kg ZIP CODE 6521 8 WEIGHT (kg) 18. PERMANENT ADDRESS 9. BLOOD TYPE A+ House/Block/Lot No Street 30 De Deciembre St. 545-B 67042501830 10. GSIS ID NO. ubdivision/Village Barangay **Baybay City** Leyte 1700-0027-2567 11. PAG-IBIG ID NO. City/Municipality 12. PHILHEALTH NO GHVC042567 ZIP CODE 6521 06-2051764-3 13. SSS NO 19. TELEPHONE NO. NA 14. TIN NO. 09176341490 116-627-557 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) honey.colis@vsu.edu.ph; honey\_colis@yahoo.com 150159 FAMILY BACKGROUND 22. SPOUSE'S SURNAME Colis 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME Jesus Clyde 11/30/1994 Krisha Andrea V. Colis MIDDLE NAME Flandez 01/30/2004 Kanzi Andre V. Colis OCCUPATION Cooperative Development Specialist **Cooperative Development Authority** EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** Tacloban City TELEPHONE NO. 09155259595 24. FATHER'S SURNAME Vega NAME EXTENSION (JR., SR) FIRST NAME Teofilo **Poliquit** MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME Israel FIRST NAME Sofia MIDDLE NAME Derecho (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP BASIC HIGHEST LEVEL PERIOD OF ATTENDANCE YEAR GRADUATED NAME OF SCHOOL LEVEL EDUCATION/DEGREE/COURSE UNITS EARNED (Write in full) HONORS (Write in full) (if not graduated) RECEIVED From To Franciscan College of the Immaculate ELEMENTARY 1973 1979 1979 Honorable Conception Franciscan College of the Immaculate 3rd SECONDARY 1979 1983 1983 Honorable Conception VOCATIONAL / TRADE COURSE Visayas State College of Agriculture (now BS Agriculture (Plant College COLLEGE 1987 1987 VSU) Protection) Honors 2010 Leyte Normal University Master in Management Nov. 2007 Mar. 2010 GRADUATE STUDIES University of San Jose Recoletos **Doctor in Management-HRM** Feb. 2016 36 units present

Oct. 25, 2019

DATE

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٨	Contractual		1,503.60	Visayas State College of Agriculture	Research Assistant I	12/31/1988	8861/1		
Υ	Contractual		3,500.40	Visayas State College of Agriculture	Research Assistant I	6891/08/9	6861/1		
٨	Contractual		3,500.40	Visayas State College of Agriculture	Research Assistant I	12/31/1989	6861/1		
٨	Contractual	111	3,500.40	Visayas State College of Agriculture	Science Research Assistant	12/31/1990	0661/1		
٨	Contractual		86.816,2	Visayas State College of Agriculture	Science Research Assistant	12/31/1991	1661/1		
٨	Contractual	1,000	3,500.40	Visayas State College of Agriculture	Science Research Assistant	12/31/1992	1/1992		
٨	Contractual		86.916,2	Visayas State College of Agriculture	Science Research Assistant	8/30/1993	1/1993		
N	Contractual		00.000,01	Visca-GTZ Applied Tropical Ecology Program	Monitoring & Evaluation Specialist	11/30/1888	8661/1		
Y	sunimn9T-00	1-11	9,121.00	Visayas State College of Agriculture	Private Secretary	12/31/1999	6661/1/		
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC, NON-GO	VERNMENT / PEOPLE / V	OLUNTARY	ORGANIZA	N/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUS (mm/	NUMBER OF HOURS			
(Whe in tall)	From	To	NUMBER OF HOURS		POSITION / NATURE OF WORK
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		-			
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THE CONTRACT SAID DESIGNATION OF THE CONTRACT	(Continue on separate sheet if	necessary)			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/	TRAINING PROGRAMS AT	TENDED			
(Start from the most recent L&D/training program and include only the relevant L&D/training	aining taken for the last five (5) year	s for Division Chi	ef/Executive/Manage	erial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING P	ROGRAMS ATTE	E DATES OF NDANCE		Type of LD ( Managerial/ Supervisory/	
(Write in full)		dd/yyyy)	NUMBER OF HOURS		CONDUCTED/ SPONSORED BY (Write in full)
	From	То		Technical/etc)	
2019 Public Sector HR Symposium 2019 Visayas-wide HRM Practictioners' Convergence	07/24/2019	07/26/2019	24	Supervisory	Civil Service Commission
2019 Regional Congress of HRM Practitioners	1/4/2019 02/28/2019	3/4/2019 1/3/2019	24 16	Supervisory	Civil Service Commission  Civil Service Commission
2018 EasternVisayas HRM Practioners Excellence Summit	10/24/2018	10/25/2018	16	Supervisory Supervisory	Civil Service Commission  Civil Service Commission
Coaching for High Performnce Training  1st Training/Orientation on the 2017 Omnibus Rules on Appointments and Other HR Actions	02/22/2018	02/23/2018	16	Supervisory	VSU
The trial ling of the fill of the 2017 Omnibus Rules on Appointments and Other HR Actions	11/20/2017	11/21/2017	16	Supervisory	Civil Service Commission
Exchange Program of Erasmus Mundus as Doctoral Student at Masaryk University, Czech R	Republic 10/25/2016	07/15/2017	9 months	Supervisory	European Commission Francisco
		0771072017		oupervisory	European Commission - Erasmus Mundus AREAS Project
Supervisory Development Course Tract 1	07/09/2014	07/11/2014	24	Supervisory	Civil Service Commission & VSU
Administrative Staff Training at Masaryk University, Czech Republic	04/22/2012	05/21/2012	1 month	Supervisory	European Commission - Erasmus
Training on Personality and Professional Development for Personal Assistants and Executive	e Assistants 3/22/2010	3/23/2010	16	Technical	Mundus EXPERTS Project  Confederation of Scientific and Professional
		0,20,20,10		recinical	Organizations and DOST-7
Seminar on Personnel Management with the Theme: "People make a difference"	4/19/2008	4/19/2008	8	Supervisory	Civil Service Commission, Dept. of Education,
Design and Content Development of Effective Multimedia Presentation	11/27/2006	11/29/2007	24	Technical	Dept. of Budget and Management, Dept. of  Department of Science & Teechnology - Reg. VI
Intl. Seminar on Strategic Management and Management of Products, Brands and Innovation International Landscape	n based on 10/17/2005	10/18/2005	16	Technical	BSH Bosch and Siemens Hausgerate GMBH &
Int'l. Tropical Ecology Symposium on Sustainable Management of Tropical Ecosystems	4/11/2003	4/12/2003	16	Technical	Leyte State University  Leyte State University, University of Hohenheim
		1712000	10	recinical	& Martin Luther University
URI-CRC-LSU_PCAMRD Workshop on Institutional Frameworks for CB-CRM and Marine Co Eastern Visayas Region	onservation in 3/14/2002	3/15/2002	16	Technical	Coastal Resource Center, Leyte State University, PCAMRD-DOST
Training on Tourist Reception and Guiding Techniques	8/22/2001	8/23/2001	16	Technical	Department of Tourism
Mabuhay Host Training Seminar					
Mabunay Host Haining Seminal	8/24/2001	8/25/2001	16	Technical	Department of Tourism
Management of Records & files for Secretaries	1/4/2001	1/6/2001	24	Technical	Human Technology Dev. Center
International Seminar and Workshop on Tropical Ecology	8/22/1999	9/5/1999	14 days	To be to be	10.000
Topica 2000gy	0/22/1999	9/5/1999	14 days	Technical	Visayas State College of Agriculture, German Technical Cooperation, University of Hohenheim
		, ,			& Universitas Kristen Satya Wacana
19-10 Page 1					
	(Continue on separate sheet if	nocoecand			
VIII. OTHER INFORMATION	Continue on separate sheet in	necessary)			
				Charles to	
31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC	C DISTINCTIONS /	RECOGNITION		MEMBERSHIP IN  33. ASSOCIATION/ORGANIZATION
		(Write in full)			(Write in full)
Good command in planning & organizing job.					VSU Adm. Personnel Asso.
Proficient in supervisory, leadership & decision-making skill.					
Ability to format and manipulate reports, data, spreadsheets and					
graphics packages (i.e. MS Office) and Statistical packages (i.e.					
SPSS)					
Excellent in team work and interpersonal relation.					
Plays lawn and table tennis, badminton and do fitness yoga.					
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24 American and the district of the second of							
34. Are you related by consanguinity or a to the chief of bureau or office or to the person who has Bureau or Department where you will be apppoin							
a. within the third degree?	YES V NO						
b. within the fourth degree (for Local Governmen	t Unit - Career Employees)?	YES					
• (	,,,,,,	If YES, give details:					
35. a. Have you ever been found guilty of any admin	strative offense?	☐ YES ✓	NO				
		If YES, give details:					
b Have you have admirably above d before any	40	NEC (	NO				
b. Have you been criminally charged before any	COURT	If YES, give details:					
		Date Filed:	*				
		Status of Case/s:					
36. Have you ever been convicted of any crime or vio	plation of any law, decree,		NO				
ordinance or regulation by any court or tribunal?		If YES, give details:					
		ii i Eo, givo dotalio.					
37. Have you ever been separated from the service i	n any of the following modes:						
resignation, retirement, dropped from the rolls, di		YES If YES, give details:	NO				
finished contract or phased out (abolition) in the							
38. a. Have you ever been a candidate in a national	or local election held within the last	YES	✓ NO				
year (except Barangay election)?		If YES, give details:					
b. Have you resigned from the government service	ce during the three (3)-month period	YES	✓ NO				
before the last election to promote/actively camp		If YES, give details:					
39. Have you acquired the status of an immigrant	or permanent resident of another						
country?		If YES  ✓ NO   If YES, give details (country):					
		ii 120, give details	(country).				
40. Pursuant to: (a) Indigenous People's Act (RA 837	71); (b) Magna Carta for Disabled						
Persons (RA 7277); and (c) Solo Parents Welfard							
a. Are you a member of any indigenous group?	Are you a member of any indigenous group?						
b. Are you a person with disability?		If YES, please specify:					
b. Are you a person with disability?		YES VO					
c. Are you a solo parent?		If YES, please specify ID No:					
		If YES, please specify					
41. REFERENCES (Person not related by consanguinity or affini	ty to applicant /appointee)						
NAME	ADDRESS	TEL. NO.					
	Brgy. Guadalupe, Baybay,						
Paciencia P. Milan	Levte	09081488045					
Jose L. Bacusmo	VSU, Visca, Baybay, Leyte	09173108076					
Manuel K. Palomar	Brgy. San Agustin, Baybay,	9161573478					
42. I declare under oath that I have personally according	Levte		No. of the second				
correct and complete statement pursuant to the							
the Republic of the Philippines. I authorize	e the agency head/authorized re	epresentative to					
	I agree that any misrepresentati		PHOTO				
document and its attachments shall cause the fili	ng or administrative/criminal case/s	against me.					
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's Licen	56,						
etc.) PLEASE INDICATE ID Number and		1.0					
Government Issued ID: Agency ID	Jeme	's II					
ID/License/Passport No.: V00159							
Date/Place of Issuance:	Signature (Sign inside Oct. 25, 201						
Date/Flace of Issuance.	Date Accomplish	ed	Right Thumbmark				
SURSCRIBED AND SWORN to before me this	10 100	ant outlike - 1.1. #	in and a second				
SUBSCRIBED AND SWORN to before me this	19 NOV 2019, affia	ant exhibiting his/her validly	vissued government ID as indicated above				
	Mari						
	VOCOR						
	VSUI-F Person Administering						