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.

	TO FILLING OUT THE PERSONAL DATA () use separate sheet if necessary. Ind				1. CS ID No.		(Do not fill up. Fo	or CSC use only)	
I. PERSONAL INFORMATIO		makes a make back news	altical library	reside o	Charles Constitution			William C.	
2. SURNAME	RESTOR		*				(0.0)	,	
FIRST NAME	CHRISTAN MIKHAEL					NAME EXTENSION (JR.	, SR) N/A		
MIDDLE NAME	DIAZ								
3. DATE OF BIRTH (mm/dd/yyyy)	10/16/1992	16. CITIZENSHIP		✓ Filipin	10	Dual Citizenship	by naturaliz	ation	
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual of	citizenship,			Pls. indicate co	ountry:		
5. SEX	✓ Male Female	please indicate t	he details.	Philippines			-		
6 CIVIL STATUS	✓ Single Marrie			Cottage #6 use/Block/Lot No		Sp	illway Rotunda Street		
	Widowed Separa Other/s:	ated	VS	U lower campu	s	Brg	Brgy. Pangasugan		
7. HEIGHT (m)	1.73		Subdivision/Village Baybay City City/Municipality		Leyte				
8. WEIGHT (kg)	80 ZIP 0			City/Municipality 6521a			Province		
9. BLOOD TYPE	0+	18. PERMANENT ADDRESS	and the second second	Cottage #6		Spillway Rotunda			
10. GSIS ID NO.	N/A			House/Block/Lot No. VSU lower campus		Brg	Street ny. Pangasugan		
	1212-0914-1945		Su	ibdivision/Village Baybay City			Barangay Leyte		
11. PAG-IBIG ID NO.	12-051233407	ZIP CODE		City/Municipality		65210	Province		
12. PHILHEALTH NO.						6521a			
13. SSS NO.	06-3408350-3 439-649-413	19. TELEPHONE NO.				563-7415 N/A			
14. TIN NO.		20. MOBILE NO.			مع اممطيان		0.00		
15. AGENCY EMPLOYEE NO.	None	21. E-MAIL ADDRESS (if an	y)	<u>m</u>	iknaei.re	stor@gmail.c	<u>OM</u>		
II. FAMILY BACKGROUND 22. SPOUSE'S SURNAME	N/A	\$2,660 * 4,869 41,000 at 500 by 60	23. NAME of Ch	HILDREN (Write	full name and	list all)	DATE OF BIRT	H (mm/dd/yyyy)	
FIRST NAME	N/A	NAME EXTENSION (JR., SR)			N/A			/A	
MIDDLE NAME	N/A			1	N/A		N	/A	
OCCUPATION	N/A				N/A		N	/A	
EMPLOYER/BUSINESS NAME	N/A				N/A		N/A		
BUSINESS ADDRESS	N/A				N/A			N/A	
TELEPHONE NO.	N/A		,		N/A			N/A	
24. FATHER'S SURNAME	RESTO	OR							
FIRST NAME	BENJAMIN	NAME EXTENSION (JR., SR) N/A							
MIDDLE NAME	LAGU	NA	7						
25. MOTHER'S MAIDEN NAME									
SURNAME	DIA	Z							
FIRST NAME	WILN	1A						-	
MIDDLE NAME	BERD	IJO		(Co	ontinue on se	parate sheet if neces	sary)		
III. EDUCATIONAL BACKS	GROUND		PHOTO AND						
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/D (Write in		PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	VISCA FOUNDATION ELEMENTARY SCH	OOL GRADE	1-6	1999	2005	Graduated	2005	N/A	
SECONDARY	VISAYAS STATE UNIVERSITY- LABORAT	ORY HIGH-SCHOOL 18	ST-4TH YEAR	2005	2009	Graduated	2009	N/A	
VOCATIONAL /	HIGHSCHOOL N/A	N/A							
TRADE COURSE		BACHELOR OF SCIEN					0045		
COLLEGE	VISAYAS STATE UNIVERISTY (main cam	pus) SCIEN MASTER IN MANAGE	CE	2009	2013	Graduated	2013	N/A	
GRADUATE STUDIES	VISAYAS STATE UNIVERISTY (main cam	pus) BUSINESS MAI	NAGEMENT	2015	2020	Graduated	2020	N/A	
SIGNATURE		Continue on separate sneet	necessary)	DA	ATE	Jan	uary 19, 20	22	
		10						d 2017). Page 1 of 4	

CIVIL SE	RVICE ELIGII	BILITY		自由特殊		¢ i	*	LICENSE (if app	licable)
	SPECIAL LAW	80 (BOARD/ BAR) UNDER IS/ CES/ CSEE IY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINAT	ION / CONFER	MENT	NUMBER III app	Date of Validity
DAIVA	None								
MORK E	XPERIENCE		(Cor	ntinue on separate sheet	if necessary)				
lude priva	te employme	nt. Start from your rece	nt work) Descriptio	n of duties should b	e indicated in the attach	ed Work Exp	SALARTIJUDI PAT		001
	SIVE DATES n/dd/yyyy) To	POSITION (Write in full/Do no			ENCY / OFFICE / COMPANY I/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
/1/2020	PRESENT	Administrativ	ve Aide III	Office of the	University Registrar	10000.00	N/A	CASUAL	YES
7/1/2017	6/30/2020	Information Technology	ogy Support Staff	Office of the	University Registrar	8000.00	N/A	JOB ORDER	YES
7/1/2014	6/30/2017	Administrativ	e Assitant	Alumni Comm	unity Relations Office	7000.00	N/A	JOB ORDER	YES
1/1/2014	5/4/2014	Data An	alyst		oup of Companies y And Development	12000.00	N/A	TEMPORARY	NC
7/1/2013	1/1/2014	Autocadd (Operator		prporation	12000.00	N/A	TEMPORARY	NC
						-			
							-		
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				-	and the state of				
				Continue on separate sh	neet if necessary)				
SIG	NATURE		1	The superior of	DATE			January 19, 20	

VOLUNTARY MORK OR INVOLVEMENT	IN CIVIC / NON-COVERNMENT	/ PEOPLE (A	OLUNTAR	OPCANIZATIO	N/S	1
VOLUNTARY WORK OR INVOLVEMENT		INCLUSIV		ORGANIZATIO	/// 5	
NAME & ADDRESS OF OR (Write in full)		(mm/d		NUMBER OF HOURS		POSITION / NATURE OF WORK
ne		From	10			
	(0					
. LEARNING AND DEVELOPMENT (L&D)		tinue on separate : PROGRAMS A		ry)		
rt from the most recent L&D/training program and includ	le only the relevant L&D/training taken for	SAMPLE OF THE PARTY OF THE PART	A PARTICIPATION OF THE PARTICI	Chief/Executive/Man	agerial positions)	
TITLE OF LEARNING AND DEVELOPMENT INTE		ATTEN	DATES OF DANCE	NUMBER OF HOURS	Type of LD (Managerial/	CONDUCTED/ SPONSORED BY
(Write in full)		From	d/yyyy) To		Supervisory/ Technical/etc)	(Write in full)
ADMINISTRATIVE AIL	DE III					
		ntinue - n	shoot if	any	A LONG TO LONG TO	
III. OTHER INFORMATION	(Co	ntinue on separate	sneet if necess	ary)		
	NOI NO	N-ACADEMIC DIST	INCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI
31. SPECIAL SKILLS and HOBBIES	32. (Write in full) (Write in full)					(write in ruii)
SPORTS	None VSU VARSITY COACH					VSU VARSII Y COACH
MUSIC						
DESIGN						· ·
		infor	e 11	8 19		
	35 ² \$200	10 A 24 T	No.			
		Charles to the Co				
	1					1
	(Co	ontinue on separat	e sheet if neces	sary)		January 19, 2022

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34. Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immediat Bureau or Department where you will be apppointed,			
bureau or Department where you will be apppointed,			
a. within the third degree?		YES NO	
b. within the fourth degree (for Local Government Unit - Ca	YES NO		
	and the second	If YES, give details:	
a. Have you ever been found guilty of any administrative of	ffense?	YES NO	
		If YES, give details:	
b. Have you been criminally charged before any court?		YES NO	
	If YES, give details:		
		Date Filed:	
Have you ever been convicted of any crime or violation of a	ony lovy doorse ordinance as serviction	Status of Case/s:	
by any court or tribunal?	☐ YES ☑ NO If YES, give details:		
Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, e out (abolition) in the public or private sector?	✓ YES NO If YES, give details: Resignation, I need to go back home		
a. Have you ever been a candidate in a national or local ele Barangay election)?	☐ YES ☑ NO If YES, give details:		
b. Have you resigned from the government service during t election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:		
99. Have you acquired the status of an immigrant or permanen	☐ YES ☑ NO If YES, give details (country):		
O. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972) Are you a member of any indigenous group? Are you a person with disability?		☐ YES	
Are you a solo parent?	Are you a solo parent?		
1. REFERENCES (Person not related by consanguinity or affinity to applican	nt /appointee)		
NAME	ADDRESS	TEL. NO.	
Marwen A. Castañeda	Visca, Baybay City Leyte	9776295216	
Norma O. Villas	Visca, Baybay City Leyte	()	
Raul A. Abit			
 I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin- Philippines. I authorize the agency head/authorized repring I agree that any misrepresentation made in this doc administrative/criminal case/s against me. 	ent laws, rules and regulations of the lessentative to verify/validate the contents	Republic of the CHRISTAN MIRIA	
PLEASE INDICATE ID Number and Date of Issuance			
PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: USU ID	1		
PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: USU ID ID/License/Passport No.:	Signature (Sign inside the bo	ox)	
PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: USY ID/License/Passport No.:	Signature (Sign inside the bo		
ID/License/Passport No.:	Date Accomplished	h	
PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: USY ID ID/License/Passport No.: Date/Place of Issuance: USY wain	Date Accomplished	Right Thumbmark	

WORK EXPERIENCE SHEET

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

- 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 starting with the most recent/present employment
- Duration: 2020 present
- Position: Administrative Aide III
- Name of Office/Unit: Computer Section
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
 - List of Accomplishments and Contributions (if any)
 - Improved enrolment procedures
 - Help to improve Online software system
 - Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request
- Duration: 2017 2020
- · Position: IT support staff
- Name of Office/Unit: Computer Section
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
 - List of Accomplishments and Contributions (if any)
 - o Improved enrollment procedures
 - Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request
- Duration: 2014 2017
- Position: Administrative Assistant
- · Name of Office/Unit: Alumni Community Relations Office
- · Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - o Produce ID for University Alumni
 - o Update Database for University Alumni
- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, Lay outing and design different visual materials, photography and documentation

CHRISTAN MIKHAELD RESTOR
(Signature over Printed Name of Employee/Applicant)

Date: _____January 19, 2022