CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	ESGUERRA
FIRST NAME	ERLINDA
NAME EXTENSION (JR., SR)	
MIDDLE NAME	SACRO

3. DATE OF BIRTH (mm/dd/yyyy)	3/27/1959		☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	189 (House/Block/Lot No.) Emilio Jacinto (Street); Zone 23 (Subdivision/Village) Barangay; Baybay (City/Municipality) Leyte (Province); ZIP CODE 6521
7. HEIGHT (m)	1.53		
8. WEIGHT (kg)	58		
9. BLOOD TYPE	o	18. PERMANENT ADDRESS	189 (House/Block/Lot No.) Emilio Jacinto (Street); Zone 23 (Subdivision/Village) Barangay; Baybay (City/Municipality) Leyte (Province); ZIP CODE 6521
10. GSIS ID NO.	006001768510		
11. PAG-IBIG ID NO.	1700-0024-8806		
12. PHILHEALTH NO.	13-0000126044-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	NA
14. TIN NO.	179--966-290-0000	20. MOBILE NO.	09176341538
15. AGENCY EMPLOYEE NO.	V-000199	21. E-MAIL ADDRESS (if any)	erlinda esguerra @vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESGUERRA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EFREN	Efrilyn E. Dadap	3/6/1984
NAME EXTENSION (JR., SR)		Emily. S. Esguerra	3/8/1990
MIDDLE NAME	NUNEZ	Erly S. Esguerra	3/9/1992
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	Sacro		
FIRST NAME	Macario		
NAME EXTENSION (JR., SR)			
MIDDLE NAME	Escuadra		
25. MOTHER'S MAIDEN NAME			
SURNAME	Bitoy		
FIRST NAME	Pelagia		
MIDDLE NAME	Atuel	(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	Esquina Community School	Primary Education	1965	1971		1971	1st honorable
SECONDARY	Baybay High School	High School	1975	1979		1979	1st honorable
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	Cebu Central Colleges	BS Commerce	1979	1982		1982	Cum Laude
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/2017

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
CPA Licensure Examination	76%	5/1/1983	Cebu City	00069827	2019

(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	GOVT SERVICE (Y/ N)
From	To						
7/1/2011	Present	Accountant IV	Visayas State University	48032.00	22-2	Permanent	Yes
6/6/2006	6/30/2011	Admin Officer V (Budget Officer III)	Visayas State University	28684.00	18-2	Permanent	Yes
12/1/2004	6/5/2006	Admin Officer IV (Accountant II)	Visayas State University	13973.00	15-3	Permanent	Yes
3/4/1999	11/30/2004	Accountant II	Visayas State University	13632.00	15-2	Permanent	Yes
6/17/1992	3/3/1999	Accountant I	Visayas State University	9583.00	11-2	Permanent	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/2017

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		

(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			
Implementation on the Use of Government Accounting Manual	8/14/2016	8/20/2016	40		Commission on Audit
GACPA Leads, Excells,and Adheres to Professional Standards	4/15/2015	4/18/2015	32		Government Association of Certified Public Accountants
The Phil. Public Sector Accounting Standards(PPSAS) and the Revised Chart of Accounts	3/3/2014	3/7/2014	40		Commission on Audit
Asensong Ramdam ni Juan: A Challenge Financial Managers Must Face	10/14/2013	10/17/2014	32		Association of Government Accountants of the Phil.
Forum on Anti Red Tape Law and CSC Policy on Cash Advance	9/24/2012	9/24/2012	8		VSU
Challenges ang Innovation on Gov't. Financial Management	10/19/2011	10/22/2011	32		Association of Government Accountants of the Phil.
Internal Control in Gov't.	11/23/2010	11/26/2010	32		Phil. Institute of Certified Public Accountants
Training on RA 9184 and its revised IRR	7/29/2010	7/29/2010	8		DBM/VSU

(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)
computer skills		Association of Gov't Accountants of the Phil.
		Gov't Association of Certified Public Accountants
		Phil. Institute of Certified Public Accountants

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/2016

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)? 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: ☐ 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? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify: ☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Corazon U. Nuevo	**Visayas State University**	**9173108067**
Anita G. Godoy	**Visayas State University**	**9054143251**

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:	**PRC**
ID/License/Passport No.:	**00069827**
Date/Place of Issuance:	**10/20/1986 / Manila**

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 2 5 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
NOTARY PUBLIC
UNTIL DECEMBER 31, 2017
PTR 039859 - BAYBAY/LEYTE - 1/12/17
IBP 103024 - TACLOBAN CITY - 12/19/16
MCLE COMP. NO. V-0009580-07/20/15
ROLL OF ATTORNEYS NO. 57467

Person Administering Oath