

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 ☐ 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

CUYNO

FIRST NAME

DONNA

MIDDLE NAME

CAJA

3. DATE OF BIRTH
(mm/dd/yyyy)

03/06/1996

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

UBAY BOHOL

If holder of dual citizenship,
please indicate the details.

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

ANDRES BONIFACIO STREET

LEYTE

6521

7. HEIGHT (m)

1.52

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

6315

8. WEIGHT (kg)

53

19. TELEPHONE NO.

NONE

9. BLOOD TYPE

O+

20. MOBILE NO.

+639693083990

10. GSIS ID NO.

2005449024

21. E-MAIL ADDRESS (if any)

donna.cuyno@vsu.edu.ph

11. PAG-IBIG ID NO.

121187193609

12. PHILHEALTH NO.

122505151060

13. SSS NO.

34-6396742-8

14. TIN NO.

493-001-950-000

15. AGENCY EMPLOYEE NO.

V01073

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

MIDDLE NAME

N/A

OCCUPATION

N/A

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

N/A

24. FATHER'S SURNAME

CUYNO

FIRST NAME

ROMULO

MIDDLE NAME

AUDITOR

25. MOTHER'S MAIDEN NAME

CAJA

FIRST NAME

ROMANA

MIDDLE NAME

GUNAYAN

(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

SINANDIGAN ELEMENTARY SCHOOL

ELEMENTARY

2002

2008

N/A

2008

VALEDICTORIAN

SECONDARY

UNION NATIONAL HIGH SCHOOL

HIGH SCHOOL

2008

2012

N/A

2012

2ND HONORABLE
MENTION

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 STATISTICS

2012

2016

N/A

2016

CUM LAUDE

GRADUATE STUDIES

HASSETT UNIVERSITY

MASTER OF STATISTICS AND DATA SCIENCE

2020

2023

N/A

2023

VLIR-UOS




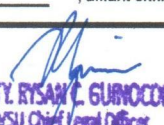
(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/16/24

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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ FINISHED CONTRACT	
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)		
NAME	ADDRESS	TEL. NO.
Dr. Piotr PROSTKO	Universiteit Hasselt	piotr.prostko@uhasselt.be
Prof. Olivier THAS	Universiteit Hasselt	olivier.thas@uhasselt.be
Paulo G. BATIDOR	Visayas State University	paulo.batidor@vsu.edu.ph
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	<div>15 APR 2024</div> <div> Signature (Sign inside the box) Date Accomplished</div>	
Government Issued ID: Passport		
ID/License/Passport No.: P4214267B		
Date/Place of Issuance: 12/13/2019		
<div> PHOTO</div> <div> Right Thumbmark</div>		
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div> ATTY. RYSAN C. GUINOCOR YSU Chief Legal Officer 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.

- Duration: July 2, 2018 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Statistics
- Immediate Supervisor: Paulo G. Batidor
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte, Philippines
- Summary of Actual Duties
 - Teaches Statistics courses
 - Analyzes research data
 - Department Secretary
 - Alumni coordinator
 - Senior High School immersion coordinator
 - Performs duties as a member of department-based committees
 - Executes other functions as may be required

- Duration: February 1-28, 2018
- Position: Researcher
- Name of Office/Unit: Nutrition Office
- Immediate Supervisor: Nestor Pestelos
- Name of Agency/Organization and Location: Talibon Municipal Hall, Talibon, Bohol, Philippines
- Summary of Actual Duties
 - Collected data for the 'Compendium of Actions for Nutrition' in Talibon, Bohol as it is one of the 12 top-performing municipalities in the Philippines in terms of Nutrition
 - Processed data collected and made a narrative report

DORNA E. CUYAO

(Signature over Printed Name
of Employee/Applicant)

Date: 4/16/24