

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 ( ) ☐ 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	ISRAEL		
FIRST NAME	JOEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MORALES		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 22, 1972	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BRGY. HIBUNAWAN, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	5'1		House/Block/Lot No. Street
8. WEIGHT (kg)	61.1	ZIP CODE	HIBUNAWAN
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	72072201150		BAYBAY LEYTE
11. PAG-IBIG ID NO.	1700-0025-1939		City/Municipality Province
12. PHILHEALTH NO.	13-000015320-7	18. PERMANENT ADDRESS	
13. SSS NO.	N/A		House/Block/Lot No. Street
14. TIN NO.	153-545-376	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	V000617	20. MOBILE NO.	+63 919-061-1674 / +63 0916-977-9374
		21. E-MAIL ADDRESS (if any)	joel.israel@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GODOY	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JEANETTE	NAME EXTENSION (JR., SR)	JHEL JEAN GODOY ISRAEL
MIDDLE NAME	MARTE		JOELEH JAN GODOY ISRAEL
OCCUPATION	CHILD DEVELOPMENT WORKER		JHON JEO GODOY ISRAEL
EMPLOYER/BUSINESS NAME	CITY SOCIAL WELFARE AND DEVELOPMENT (CSWD)		
BUSINESS ADDRESS	BAYBAY CITY, LEYTE		
TELEPHONE NO.	335-2843		
24. FATHER'S SURNAME	ISRAEL		
FIRST NAME	CORNELIO (DECEASED )	SR.	
MIDDLE NAME	DERECHO		
25. MOTHER'S MAIDEN NAME			
SURNAME	MORALES		
FIRST NAME	PAULINA (DECEASED)		
MIDDLE NAME	RABANOS		

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	HIBUNAWAN ELEMENTARY SCHOOL	ELEMENTARY CERTIFICATE	1979	1985	GRADUATED	1985	N/A
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL DIPLOMA	1985	1989	GRADUATED	1989	N/A
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL COURSE	1989	1991	GRADUATED	1991	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE

DATE

July 3, 2023

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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
None	None	None	None	None	None

(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 "00-07"/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/02/2023	present	Administrative Aide III	Visayas State University	14,667.96	3-1	Casual	Yes
01/03/2022	12/31/2022	Administrative Aide III	Visayas State University	14,125.05	3-1	Casual	Yes
01/01/2021	12/31/2021	Administrative Aide III	Visayas State University	13,556.18	3-1	Casual	Yes
01/01/2020	12/31/200	Administrative Aide III	Visayas State University	13,018.94	3-1	Casual	Yes
01/01/2019	12/31/2019	Administrative Aide III	Visayas State University	12,466.08	3-1	Casual	Yes
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	11,913.88	3-1	Casual	Yes
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,386.98	3-1	Casual	Yes
01/01/2016	12/31/2016	Administrative Aide III	Visayas State University	10,882.96	3-1	Casual	Yes
01/01/2014	12/31/2015	Administrative Aide III	Visayas State University	10,400.94	3-1	Casual	Yes
01/07/2013	12/31/2013	Administrative Aide III	Visayas State University	9,628.08	3-1	Casual	Yes
01/01/2012	06/30/2013	Administrative Aide III	Visayas State University	8,853.90	3-1	Casual	Yes
01/07/2011	12/31/2011	Administrative Aide III	Visayas State University	8,079.94	3-1	Casual	Yes
01/07/2008	30/06/2011	Administrative Aide III	Visayas State University	7,307.09	3-1	Casual	Yes
01/01/2007	30/06/2008	Administrative Aide III	Visayas State University	6,642.90	3-1	Casual	Yes
01/01/2005	12/31/2006	Administrative Aide III	Leyte State University	6,039.00	3-1	Casual	Yes
01/01/2002	12/31/2004	Clerk I	Leyte State University	6,039.00	3-1	Casual	Yes
01/01/2000	31/12/2001	Clerk I	Visayas State College of Agriculture	5,751.02	3-1	Casual	Yes
01/01/1997	12/31/1999	Clerk I	Visayas State College of Agriculture	5,228.08	3-1	Casual	Yes
01/01/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	4,955.94	3-1	Casual	Yes
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3,956.04	3-1	Casual	Yes
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2,955.92	3-1	Casual	Yes
01/07/1992	12/31/1993	Clerk I	Visayas State College of Agriculture	2,156.00	3-1	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 3, 2023
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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		
	None	None	None	None	None

(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			
	Pet Wellness Day and Rabies Education Campaign "Theme: Rabies One Health, Zero Death (2022 World Rabies Day)	09/28/2022	09/28/2022	8.0	Technical	Visayas State University and City of Baybay
	"Seminar Workshop on Animal Disease Detection and Prevention" organized by the College of Veterinary Medicine, Visayas State University in collaborator with the Provincial Veterinary Services Office, Southern Leyte at the Municipality of Limasawa, Southern Leyte	08/28/2022	08/25/2022	8.0	Technical	Visayas State University and Provincial Veterinary Services Office, Southern Leyte
	Document Tracking System	11/13/2020	11/13/2020	3.0	Technical	Visayas State University
	Training on Identification of proper and complete items Technical Specification and parameters and orientation of the Purchased Request (PR) Module of the Supply Property Procurement Management Information (SPPMIS)	08/28/2020	08/28/2020	4.0	Technical	Visayas State University
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	13/12/2019	13/12/2019	8.0	Technical	Visayas State University
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	27/11/2019	27/11/2019	4.0	Technical	Visayas State University
	ND Trainers' Training of the extension project, Sustainable Control of New Castle disease in Smallholder Chicken Flocks in Baybay City	07/12/2019	07/12/2019	4.0	Technical	College of Veterinary Medicine, Visayas State University, Visca, Baybay City
	ND Trainers' Training of the extension project, Sustainable Control of New Castle disease in Smallholder Chicken Flocks in Baybay City	10/26/2018	10/26/2018	4.0	Technical	College of Veterinary Medicine, Visayas State University, Visca, Baybay City
	PRIME - HRM Orientation	8/13/2018	8/13/2018	8.0	Technical	Visayas State University
	HIV int the Workplace Seminar	09/12/2016	16/9/2016	4.0	Technical	Visayas State University
	Worksshop to Revilwe and Improve Citizens' Charter	01/09/2016	01/09/2016	8.0	Technical	Visayas State University
	Briefing on Staff Involved in the Conduct of Evaluation on Academic Staff by the Students	14/01/2013	14/01/2013	8.0	Technical	Visayas State University
	Re-Orientation Seminar of Frontliner	07/07/2011	07/07/2011	8.0	Technical	Visayas State University
	Seminar on Customer Service and Implementation of the Citizens' Charter	09/09/2009	09/09/2009	4.0	Technical	Visayas State University
	Orientation on Avian Influenza Protection Program (AIPP)	12/09/2008	12/09/2008	6.0	Technical	Department of Agriculture, Regional Field Unit No. 8 (DA-RFU-8)
	Seminar on Health and Productivity Problem Affecting Philippine Aquaculture	24/04/2008	24/04/2008	8.0	Technical	Southeast Asian fisheries Development Center (SEAFDEC) Aquaculture Department & Visayas State
	Orientation and Breifing of Faculty Workload Computation and Teacher's Evaluation	20/06/2005	20/06/2005	8.0	Technical	Leyte State University
	Seminar on Swine Production and Management during the 7th Annual Veterinary Medicine Week Celebration	15/02/2005	15/02/2005	4.0	Technical	FIL-AM Foods Inc. & Veterinary Students, Society, Visca, Baybay Leyte
	Career and Personality Development for the Clerk and other Administrative Staff	19/05/2003	20/05/2003	16.0	Technical	Visayas State College of Agriculture, Baybay Leyte
	Visca Credit Cooperative	10/07/2001	10/07/2001	8.0	Technical	Visayas State College of Agriculture, Baybay Leyte
	Value Orientation Seminar Workshop (VOW)	17/08/1998	18/08/1998	24.0	Technical	Civil Service Commission/Visayas State College of Agriculture, Baybay Leyte
	Seminar Workshop on Accomplishing the Performance Evaluation Report Form	20/07/1994	20/07/1994	4.0	Technical	Civil Service Commission/Visayas State College of Agriculture, Baybay Leyte
	Training on Strengthening the Capability of VISCA Clerical Staff	17/06/1994	25/06/1994	24.0	Technical	Visayas State College of Agriculture, Baybay Leyte

(Continue on separate sheet if necessary)


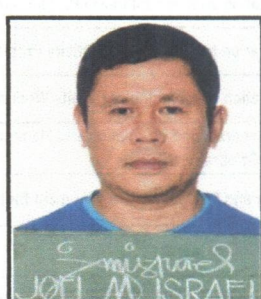


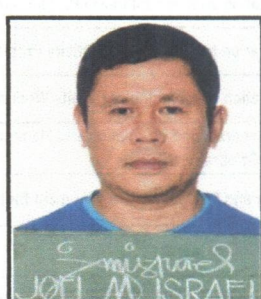


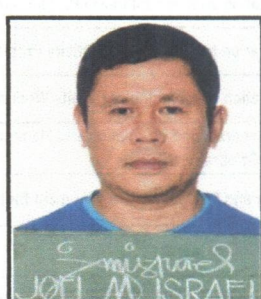

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Driving, Lettering & Cooking		None		None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 3, 2023
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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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<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)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. ANA MARQUIZA M. QUILICOT</td><td>Visayas State University</td><td>09171433449</td></tr><tr><td>Dr. JOHN PHILIP LOU M. LUMAIN</td><td>Brgy. Guadalupe, Baybay City</td><td>09355936394</td></tr><tr><td>Dr. SANTIAGO T. PEÑA, JR.</td><td>Visayas State University</td><td>09210601535</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Dr. ANA MARQUIZA M. QUILICOT	Visayas State University	09171433449	Dr. JOHN PHILIP LOU M. LUMAIN	Brgy. Guadalupe, Baybay City	09355936394	Dr. SANTIAGO T. PEÑA, JR.	Visayas State University	09210601535
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Dr. SANTIAGO T. PEÑA, JR.	Visayas State University	09210601535												
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.														
<table><tr><td><div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: <b>GSIS CRN-066-0017-6751-1</b></div><div>ID/License/Passport No.: <b>DRIVERS LICENSE# H03-97-027246</b></div><div>Date/Place of Issuance: <b>July 16, 2018 at Baybay City</b></div></td><td><div> Signature (Sign inside the box) July 3, 2023 Date Accomplished</div></td><td><div> PHOTO</div><div> Right Thumbmark</div></td></tr><tr><td colspan="3">SUBSCRIBED AND SWORN to before me this <b>02 AUG 2023</b>, affiant exhibiting his/her validly issued government ID as indicated above.</td></tr><tr><td colspan="3"><div>ATTY. RYAN L. GUINOCOR VSU Chief Legal Officer</div><div>Person Administering Oath</div></td></tr></table>			<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: <b>GSIS CRN-066-0017-6751-1</b></div> <div>ID/License/Passport No.: <b>DRIVERS LICENSE# H03-97-027246</b></div> <div>Date/Place of Issuance: <b>July 16, 2018 at Baybay City</b></div>	<div> Signature (Sign inside the box) July 3, 2023 Date Accomplished</div>	<div> PHOTO</div> <div> Right Thumbmark</div>	SUBSCRIBED AND SWORN to before me this <b>02 AUG 2023</b> , affiant exhibiting his/her validly issued government ID as indicated above.			<div>ATTY. RYAN L. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>					
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<div>ATTY. RYAN L. GUINOCOR VSU Chief Legal Officer</div> <div>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 1, 1992 to present
- Position: Administrative Aide III
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Santiago T. Peña, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares recommendation letters/appointment for renewal and newly hired of faculty and staff, prepare appointments of casual/contractual Science Research Assistant and Job Order, type and print official communications, payrolls purchase order, inspection report, travel request, vouchers, itinerary of travel, DTR's, reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.
- Records keeping/filing of individual faculty such as personal documents, office file/records as dDRC.
- Prepare letter request for hiring of regular/part-time instructor's/professor, Science Research Assistant, typed projected/actual and teaching load, individual faculty workload and posting of notice, etc.
- Prepare and encode accomplishment report of the college, budget proposal, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.
- Process and follow office documents
- Other duties may be assigned by the faculties, department heads and dean of the college.

  
**JOEL M. ISRAEL**

(Signature over Printed Name  
of Employee/Applicant)

Date: July 3, 2023