CS Form	No.	212
7		4
Revised 20	777	

## **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 bes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT AB 1. CS ID No (Do not fill up. For CSC use only) PERSONAL INFORMATION 2. SURNAME BENITEZ NAME EXTENSION (JR., SR) FIRST NAME **CECILIO** MIDDLE NAME **MONTEROLA** 3. DATE OF BIRTH 10/31/1959 16. CITIZENSHIP (mm/dd/yyyy) **☑** Filipino ☐ Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Baybay, Leyte If holder of dual citizenship Pls. indicate country: please indicate the details. 5. SEX ☑ Male Female V ✓ Single 17 RESIDENTIAL ADDRES 6 CIVIL STATUS Married ☐ Widowed ☐ Separated House/Block/Lot No. Street Other/s: Kilim Subdivision/Village Barangay 7. HEIGHT (m) Baybay, City 152.4 m LEYTE City/Municipality Province 8. WEIGHT (kg) 64.2 kg ZIP CODE 6521 18. PERMANENT ADDRESS 9 BLOOD TYPE AB House/Block/Lot No Street 10 GSIS ID NO N/A Kilim Subdivision/Village Barangay 11. PAG-IBIG ID NO 1210-4827-2421 Baybay City LEYTE City/Municipality Province 12. PHILHEALTH NO. 13-025105498-4 ZIP CODE 6521 13. SSS NO 03-5764954-1 19. TELEPHONE NO N/A 14. TIN NO. 145-335-132 20. MOBILE NO. 09553627415 15. AGENCY EMPLOYEE NO V01184 21. E-MAIL ADDRESS (if an cecilio.benitez@vsu.edu.ph EAMILY BACKGROUP 22. SPOUSE'S SURNAME N/A DATE OF BIRTH 23. NAME of CHILDREN (Write full name and list all) (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A N/A N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAM N/A BUSINESS ADDRESS N/A TELEPHONE NO. N/A 24. FATHER'S SURNAME BENITEZ NAME EXTENSION (JR., SR) FIRST NAME CATALINO, Sr. (DECEASED) MIDDLE NAME SENO 25. MOTHER'S MAIDEN NAME SURNAME MONTEROLA FIRST NAME MACARIA (DECEASED) MIDDLE NAME CERNA (Continue on separate sheet if nece PERIOD OF 26 HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL YEAR ATTENDANCE / ACADEMIC UNITS EARNED (Write in full) HONORS RECEIVED (Write in full) GRADUATED (if not graduated) From To FLEMENTARY KILIM ELEMENTARY SCHOOL PRIMARY 1968 1973 GRADUATED 1973 N/A SECONDARY BAYBAY HIGH SCHOOL SECONDARY 1973 1978 GRADUATED 1978 N/A VOCATIONAL / N/A N/A N/A TRADE COURSE N/A N/A N/A FRANCISCAN COLLEGE OF THE ASSOCIATE OF SECRETARIAL COLLEGE 1978 1980 GRADUATED 1980 N/A IMMACULATE CONCEPCION SCIENCE GRADUATE STUDIES N/A N/A N/A N/A N/A N/A SIGNATURE DATE January 5,700

27. CARI	EER SERVICE/ NDER SPECIA	RA 1080 (BOARD/ BAR) L LAWS/ CES/ CSEE	RATING	DATE OF	B. 405 C. C.			LICENSE (if	applicable)
BARA	NGAY ELIGIBIL	ITY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAM	IINATION / CONFE	RMENT	NUMBER	Date of Validity
	N/	A	N/A	N/A		N/A		N/A	N/A
		Tig.			7 51 527				
32.376		2							
							-		
			~						
	EXPERIE			tinue on separate shee					
(Include priva	te employment SIVE DATES	Start from your recent wo	rk) Description o			ork Experience sh	eet. SALARY/JOB/		
(mm/dd/yyyy) POSITION T		POSITION TI (Write in full/Do not a		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY SALARY	PAY GRADE (if applicable)& STEP (Format	STATUS OF APPOINTMENT	GOV'T SERVICE
From	То			(Write in full/Do not abbreviate)			"00-0")/ INCREMENT	AFFOINTMENT	(Y/N)
Oct. 1, 2019	present Sept. 30,	Administrative	Aide I	Visyas State Univ	,	12,034.00		Casual	Yes
July 1, 2014 Aug. 7,	2019 June 30,	Job Order C	lerk	Institute of Tropica Environmental Ma	240.00 per day		Job Order	Yes	
2006	2014	Job Order C	lerk	PhilRootcrops	240.00 per day		Job Order	Yes	
Feb. 9, 2005	March 31, 2005	Job Order C	lerk	Dept. Developmer	220.00 per day		Job Order	Yes	
April 1, 2004	June 30, 2004	Job Order C	lerk	Security Office	220.00 per day		Job Order	Yes	
April 8, 1994	Dec. 31, 1999	Clerk li		Visca-GTZ Ecolog	6,273.60		Contractual	Yes	
May 17, 1983	July 31. 1993	Library Cle	rk	Dela Salle Univers	75.00 per day		Contractual	No	
January 5, 1990	Nov. 30, 1992	Data Entry Op	erator	Qualidata Network	75.00 per day		Contractual	No	
1990	June 30, 1990	Data Encod	ler	Omnidata Comput	75.00 per day		Contractual	No	
June 1, 1990	Oct. 31, 1990	Encoder		Dynamic Party Sal	75.00 per day		Contractual	No	
Dec. 16, 1998	Dec. 9, 1999	Production C	lerk	American Jeans &	3,000.00		Contractual	no	
June 1, 1985	Dec. 15, 1988	Clerk Typis	st	Allied Banking Cor Dept. (under agen	poration - MSD cy of Staff Gap	2,500.00		Contractual	no
				Facilitators					
									Other Desired States of St
					· ·				
SIGNAT	TURE		lmts	nue on separate sheet	DATE	To a	, 155	400	
						- Much	CS FORM	212 (Revised 2017)	Page 2 of 4

IV. CIVIL SERVICE ELIGIBILITY

VI. VCLUNTARY WORK OF	R INVOLVEMENT IN CIVIC / NON-	GOVERNMEN	IT / PEOPL	E/VOLUN	TARY ORGA	ANIZATION/S	
	DORESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
	N/A	N/A	N/A	N/A		N/A	
						-   ·	
		-					
1							
VII. LEARNING AND DEVE	(Con LOPMENT (L&D) INTERVENTION	tinue on separate S/TRAINING	sheet if necession PROGRAM	<mark>ery)</mark> S ATTENDE	FD.		
(Start from the most recent L&D/train	ing program and include only the relevant L&D	/training taken for	the last five (5)	years for Divis	ion Chief/Execu	itive/Managerial positions)	
30. TITLE OF LEARNING AND D PROGRAMS	DEVELOPMENT INTERVENTIONS/TRAINING (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)	
Seminar on Pesonality Developme Oral andWritten Communications	nt, Customer Service, Human Relations ,	2/7/1998	To 2/7/1998	8.0	Technical	Cora Doloroso Career Center, Cebu City	
Product Launching off BIOTECH-D	OST	7/28/2009	7/28/2009	4.0	Technical	PhilRootcrops Training Center	
Training on Safety Driving and Traf		12/10/2010	12/10/2010	4.0	Technical		
Renewable Energy Sources for Rur		3/26/2012				LTO Baybay	
Anti-Red Tape Law & CSC Policy o			3/26/2012	4.0	Technical	PhilRootcrops Training Center	
		9/14/2012	9/14/2012	4.0	Technical	ODAHRD	
Workshop to Review and Improve (	9/1/2016	9/1/2016	8.0	Technical	ODAHRD		
ISO 9001:2015 Awareness/Re-awa	and Accountability Amidst the COVID-19	11/27/2020	11/27/2020	8.0	Technical	QAC	
Pandemic	and Accountability Amidst the COVID-19	Dec. 2, 4,9	9, 10, 2020	32.0		Civil Service Commission	
	and the second second					a continue of the continue of	
						and the state of t	
					Aprilation		
*							
		-					
VIII. OTHER INFORMATION		inue on separate :	sheet if necessa	iry)			
31. SPECIAL SKILLS and HOR	BBIES 32. NON-A	ACADEMIC DISTIN	ICTIONS / RECO	OGNITION		MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION	
OT LOINE SKILLS AND HOE	SDIEG 32.	N/A (Write in full)					
N/A							
	17.4						
						The state of the s	
		Marin American Barrers and American Security of Securi					
					Manufacture and the second		
A CONTRACTOR OF THE CONTRACTOR		MINISTER STATE OF THE PARTY OF					
SIGNATURE	(Cont	inue on separate s	sheet if necessa	ry)			

34. Are you related by consanguinity or affinity to the	appointing or recommending		Table Manager			
chief of bureau or office or to the person who has				•		
Bureau or Department where you will be apppoint a. within the third degree?	☐ YES	▼ NO	de.			
b. within the fourth degree (for Local Governmen	YES	☑ NO				
,		If YES, give				
35. a. Have you ever been found guilty of any admini	strative offense?	☐ YES	☑ NO			
		If YES, give	details:			
	A SECTION OF SECTION O	☐ YES	Fluo			
b. Have you been criminally charged before any	court?	If YES, give of	☑ NO details:			
		Date Filed:				
<u> </u>		Status of Case/s:				
36. Have you ever been convicted of any crime or vio ordinance or regulation by any court or tribunal?	plation of any law, decree,	YES	☑ NO			
	If YES, give details:					
37. Have you ever been separated from the service i	n any of the following modes:	☐ YES	₩ NO			
resignation, retirement, dropped from the rolls, di	smissal, termination, end of term,	If YES, give of				
finished contract or phased out (abolition) in the 38. a. Have you ever been a candidate in a national						
year (except Barangay election)?	or local election held within the last	☐ YES If YES, give deta	☑ NO			
b. Have you resigned from the government service	e during the three (3)-month period		₩ NO			
before the last election to promote/actively campa		If YES, give deta				
39. Have you acquired the status of an immigrant	or permanent resident of another	☐ YES	☑ NO			
country?	If YES, give details (country):					
40. Pursuant to: (a) Indigenous People's Act (RA 837	1): (h) Magna Carta for Disabled					
Persons (RA 7277); and (c) Solo Parents Welfard						
a. Are you a member of any indigenous group?		☐ YES	☑ NO			
b. Are you a person with disability?		If YES, please s  ☐ YES	pecify: ☑ NO			
		If YES, please s		o:		
c. Are you a solo parent?		☐ YES If YES, please s	V NO			
41. REFERENCES (Person not related by consanguinity or affinity	4	II 1 LO. piease s	Decily ID No			
NAME		No	A			
	ADDRESS	TEL. NO.				
MARLITO M. BANDE	VISCA, BABAY CITY, LEYTE	563 7497		366		
HUMBERTO R. MONTES, JR.	VISCA, BABAY CITY, LEYTE	563 7726	-	127		
ELIZA D. ESPINOSA	VISCA, BABAY CITY, LEYTE	563 7497				
42. I declare under oath that I have personally acc true, correct and complete statement pursuant regulations of the Republic of the Philippir representative to verify/validate the content misrepresentation made in this document an	to the provisions of pertinent law es. I authorize the agency hea ts stated herein. I agre	s, rules and ad/authorized e that any	4			
Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's			1			
License, etc.) PLEASE INDICATE ID  Number and Date of Issuance			.adili			
Government Issued ID: VSU- V01184						
ID/License/Passport No.: P70008698	box) /					
Date/Place of Issuance: DFA TACLOBAN CITY	Date Accomplished	MDC		Right Thumbmark		
SCRIBED AND SWORN to before me this	7 JAN 2022	nibiting big/bas well	dly ionus d	vernment ID as indicated a		
F	, amant ex	institute institer valid	uiy issued go	A equipment in se tudicated t		
	ATTY, RYSAN C. GUINOCOR VSU Chija Legal Officer					
	ath					
		Manager Committee Committe	CS FOR	M 212 (Revised 2017), Page 4 of		