CS Form No. 212

SIGNATURE

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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. **FERNANDEZ** 2. SURNAME AME EXTENSION (JR., SR) FIRST NAME **RICKY DANN** MIDDLE NAME MODINA 3. DATE OF BIRTH 01/26/1992 16. CITIZENSHIP Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization If holder of dual citizenship, Pls. indicate country: PANGASUGAN, BAYBAY, LEYTE 4. PLACE OF BIRTH please indicate the details. ✓ Male Female 5. SEX ✓ Single Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street Widowed Separated PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 1.68 m 7. HEIGHT (m) City/Municipality Province 65 kg ZIP CODE 6521 8. WEIGHT (kg) 0 9. BLOOD TYPE House/Block/Lot No. Street PANGASUGAN 02131-474802-8 10. GSIS ID NO Subdivision/Village Barangay LEYTE BAYBAY 11. PAG-IBIG ID NO. 121209636154 City/Municipality Province 6521 13-025442107-4 ZIP CODE 12 PHILHEALTH NO. N/A 19 TELEPHONE NO N/A 13. SSS NO. 09983372625 333-298-546 20. MOBILE NO. 14. TIN NO. danrickie2692@gmail.com V01236 21. E-MAIL ADDRESS (if any) 15 AGENCY EMPLOYEE NO FAMILY BACKGROUND N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) N/A N/A N/A FIRST NAME N/A N/A N/A MIDDLE NAME N/A N/A OCCUPATION N/A N/A N/A N/A EMPLOYER/BUSINESS NAME N/A N/A **BUSINESS ADDRESS** N/A N/A N/A N/A TELEPHONE NO. N/A **FERNANDEZ** N/A 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) NA N/A **NARCISO** FIRST NAME N/A N/A **GUCELA** MIDDLE NAME N/A N/A 25. MOTHER'S MAIDEN NAME N/A N/A MODINA SURNAME TERESITA N/A N/A FIRST NAME **POSAS** (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP ACADEMIC HIGHEST LEVEL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR 26. NAME OF SCHOOL UNITS EARNED LEVEL GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To 1ST HON 2004 ELEMENTARY PANGASUGAN ELEMENTARY SCHOOL N/A 1998 2004 N/A MENTION 2008 N/A **BUNGA NATIONAL HIGH SCHOOL** N/A 2005 2008 N/A SECONDARY VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE N/A N/A **VISAYAS STATE UNIVERSITY BACHELOR OF SCIENCE IN AGRIBUSINESS** 2008 2017 N/A COLLEGE MASTER IN PUBLIC ADMINISTRATION PRESENT N/A N/A N/A **COLLEGE OF MAASIN** GRADUATE STUDIES

12/14/23

DATE

Z7. CAR B Civ	SPECIAL LA ARANGAY ELIGIBIL il Service Profe	1080 (BOARD/BAR) UNDER NWS/CES/CSEE LITY / DRIVER'S LICENSE PSSIONAL Eligibility	RATING (If Applicable) 81.0	DATE OF EXAMINATION / CONFERMENT 06/08/2017	PLACE OF EXAMINA St. Joseph College, Ma			LICENSE (if a NUMBER Cert. No. 0227, s.2017	applicable) Date of Validity 01/09/2017
Civ V. WORK	il Service Profe	essional Eligibility	(If Applicable) 81.0	CONFERMENT				Cert. No. 0227,	Validity
V. WORK	EXPERIENCE vate employme			06/08/2017	St. Joseph College, Ma	asin City, So	uthern Leyte		01/09/2017
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	vate employme		C	ontinue on separate sho	eet if necessary)				
(Include pri	LISIVE DATES	nt. Start from your recent	work) Description	of duties should b	e indicated in the attached	Work Exper	ience sheet.		
	mm/dd/yyyy)	POSITION T		DEPARTMENT / AG	GENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOV'T SERVICE
From	(Write in full/Do not abbreviate)		abbreviate)	(Write in f	SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	APPOINTMENT	(Y/ N)	
01/02/2021	PRESENT	ADMIN AIDE III		VSU- ACCOUNT	TING OFFICE	667.18/day		CASUAL	Y
24/09/2018	31/01/2021	ADMIN AIDE I		VSU- ACCOUNT	TING OFFICE	9,961.20		JOB ORDER	Υ
05/03/2018	21/07/2018	FIBER WAREHOUSEMA	N	PULP SPECIAL	9,000.00		CONTRACTUAL	N	
04/07/2017	31/12/2017	ADMIN AIDE I		VISAYAS STAT COMMISSION C	7,000.00		JOB ORDER	Υ	
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. VOLUNTARY WORK OR INVOLVEMENT I	IN CIVIC / NON-GOVERNMENT	/PEOPLE/VO	LUNTARY OF	RGANIZATION	/S	
	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		POSITION / NATURE OF WORK	
N/A	N/A			N/A		N/A
N/A	N/A	N/A	N/A		N/A	
N/A	N/A	N/A N/A N/A			N/A	
N/A	N/A			N/A		
N/A	N/A	N/A N/A	N/A N/A	N/A		
N/A	N/A			N/A		
N/A		N/A	N/A	N/A		N/A
. LEARNING AND DEVELOPMENT (L&D)		ontinue on separate s PROGRAMS AT	DESCRIPTION OF THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.			
TITLE OF LEARNING AND DEVELOPMENT INTE	INCLUSIVE ATTENI (mm/do	E DATES OF IDANCE Id/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Appraisal & Disposal of Govern	roment Droperties	From 11/13/2023	To 11/15/2023	24.0	#1 (p. 14 (s) 15 (s)	COA Region 8
Laws and Rules on Governme		10/25/2022	of Ballion Sin	32.0		COA Region 8
9001:2015 Awareness/Re-aw		08/30/2022				Visayas State University
Webinar: RA11313 Safe		12/10/2020		3.0		Visayas State University
ISO 9001:2015 Awareness/Re-a		11/27/2020		4.0		Visayas State University
Webinar " Seminar on Financ	cial Management"	12/2/2020	12/03/2020	16.0		VICARP-DOST-PCAARRD Los Baños Laguna
Orientation Workshop Among JO	O, Clerk & Lab. Tech.	1/15/2019	1/15/2019	8.0		Visayas State University
GST cum Orientation on Skills Com	petency and Efficiency	04/05/2018	04/05/2018	8.0		Visayas State University
		Continue on separati	sheat II nacessai			
III. OTHER INFORMATION	(C	Continue on separate	sheet if necessary	/)		
31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION MEMBERSHIP IN				33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
TECHNICAL SKILLS (MICROSOFT)		N/	N/A			N/A
INTERPERSONAL SKILLS	N/A					N/A
		Ap.	2023	1 9 OFC		
SIGNATURE	Dry	Continue on separate	e sheet if necessar		ATE	2/14/23

34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate as Bureau or Department where you will be apppointed,							
	a. within the third degree? b. within the fourth degree (for Local Government Unit - Cared	YES [YES [If YES, give details	✓ NO NO :					
35.	a. Have you ever been found guilty of any administrative offer	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 any court or tribunal?	☐ YES ☑ NO If YES, give details:						
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fin in the public or private sector?	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
38.	a. Have you ever been a candidate in a national or local elect Barangay election)?	YES NO If YES, give details:						
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local c	YES VO If YES, give details:						
39.	Have you acquired the status of an immigrant or permanent re	YES NO If YES, give details (country):						
40. a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐ YES						
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	appointee)						
	NAME	ADDRESS	TEL. NO.					
	ERLINDA S. ESGUERRA	ZONE 23, BAYBAY, LEYTE	9176341538	26				
-	NILDA T. AMESTOSO	VISCA, BAYBAY, LEYTE	9258222964					
12	DEXTER S. MAGAN	PANGASUGAN, BAYBAY, LEYTE	9053804045					
72.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer agree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the ed herein.	РНОТО				
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance							
G	overnment Issued ID: TIN ID	767						
10	VLicense/Passport No.: 333-298-546	ox)						
D	ate/Place of Issuance: 09-15-17		Right Thumbmark					
	SUBSCRIBED AND SWORN to before me this							
-		Person Administering Oa	th					

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: September 24, 2018 present
- Position: Administrative Aide I
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- · Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Posting of Cash Advance and Liquidation of Travel and Petty Cash.
 - Posting of Partial Payments, Warranty of Supplies and Materials and Construction of Building and Establishments.
 - Pre Audit of Supplies and Materials, Travel and Payrolls
- Duration: July 4, 2017 December 31, 2017
- Position: Administrative Aide I
- Name of Office/Unit: VSU-COA
- Immediate Supervisor: June Lilia R. Kirong
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in receiving documents from Visayas State University and other external campuses, sorting of all the documents received accordingly by funds, month and year, encode all the documents received and do other task assigned by the auditors.

(Signature over Printed Name of Employee/Applicant)

Date: 12/14/2023