

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	CIABU		
FIRST NAME	ELMER		NAME EXTENSION (JR., SR)
MIDDLE NAME	GARCIA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/04/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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	House/Block/Lot No. Street PALHI Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.70m	ZIP CODE	6521
8. WEIGHT (kg)	75		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street PALHI Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-1109-3974	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-050049953-3	20. MOBILE NO.	09813456034
13. SSS NO.	0111-1828766-4	21. E-MAIL ADDRESS (if any)	elmerciabu1204@gmail.com
14. TIN NO.	937-623-750		
15. AGENCY EMPLOYEE NO.	V02715		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CIABU		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DAISY	NAME EXTENSION (JR., SR)	CHLOE EMERALD B. CIABU	05/08/2013
MIDDLE NAME	BALBARINO		XIELO DAIMER B. CIABU	08/07/2015
OCCUPATION	TEACHER		LIAM SKYLER EMERSON B. CIABU	03/05/2020
EMPLOYER/BUSINESS NAME	DEPED BAYBAY CITY DIVISION			
BUSINESS ADDRESS	DIVERSION ROAD BRGY. GAAS BAYBAY CITY LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CIABU			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ORACION			
25. MOTHER'S MAIDEN NAME				
SURNAME	GARCIA			
FIRST NAME	ROSALINA			
MIDDLE NAME	IBANEZ			

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	PALHI ELEM. SCHOOL	PRIMARY EDUCATION	1989	1995	GRADUATED	2004	NONE
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	1995	1999	GRADUATED	2009	NONE
VOCATIONAL / TRADE COURSE	TECHNOLOGICAL VOCATION SCHOOL TACLOBAN CITY	NC II IN DRIVING	SEPT. 2015	OCT. 2015	NC II HOLDER	2015	NONE
COLLEGE	NA						
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	01-06-25
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[illegible]

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				SALARY/ JOB/ PAY		
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[illegible]

SIGNATURE		DATE	01/03/05	OFFICIAL USE ONLY
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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		
	NA				NA
	NA				NA

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRIVING	NA	NA
COOKING		
PLAYING BASKETBALL		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01-06-25	CS FORM 212 (Revised 2017), Page 3 of 4
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ 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.
BRENDA B. ALMERODA	SR. SCIENCE RESEARCH SPECIALIST, DA ABUYOG EX. STATION, ABUYOG LEYTE	09173217357
FRANCISCO G. GABUNADA JR.	CENTER DIRECTOR, PCC-VSU	09088952472
ALBERT BANAYAG	DRIVER IV , VSU	09203834228

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.



ELMER G. CIABU

PHOTO




Right Thumbmark

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: HO3-010-3701

Date/Place of Issuance: NOVEMBER 23, 2023/LTO BAYBAY




Signature (Sign inside the box)

JANUARY 6, 2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 10 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. KAREN ABEGAIL S. MONTERON

Person Administering Oath

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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:** March 16, 2016 – January 3, 2025
- **Position:** Driver
- **Name of Office/Unit:** Philippine Carabao Center- VSU
- **Immediate Supervisor:** Mr. Francisco G. Gabunada Jr.
- **Name of Agency/Organization and Location:** Philippine Carabao Center- VSU

- Summary of Actual Duties / Accomplishments:

- a. Operate vehicle safely and responsibly adhering to traffic laws and regulations.
- b. Transport PCC admin, staff, and visitors from other regional PCC offices to specified destinations safely and timely.
- c. Conduct regular vehicle inspections and maintenance checks.
- d. Ensure the vehicle is clean, fueled, and ready for operation.
- e. Deliver AI supplies to other LGU and nearby towns.

- **Duration:** November 2013 – February 1, 2016
- **Position:** PUV Driver
- **Name of Office/Unit:** SPACE JAM
- **Immediate Supervisor:** Boyet Galvez
- **Name of Agency/Organization and Location:** SPACE JAM BAYBAY CITY LEYTE

- Summary of Actual Duties / Accomplishments:

- a. Drive public utility vehicle safely and efficiently from Baybay to Ormoc and Maasin, vice versa
- b. Follow designated routes and schedules as instructed.

- **Duration:** November 2011- October 2013
- **Position:** Company Driver
- **Name of Office/Unit:** Muebles Italiano
- **Immediate Supervisor:** Noel Gonzales
- **Name of Agency/Organization and Location:** Makati City

- Summary of Actual Duties / Accomplishments

- a. Safely transport the furniture from the showroom to the customers' residence.
- b. Follow assigned routes and schedules, ensuring punctuality

- **Duration:** January 2010 – October 2011
- **Position:** Company Driver
- **Name of Office/Unit:** DH Global
- **Immediate Supervisor:** Dario Borneo
- **Name of Agency/Organization and Location:** Cebu City

- **Summary of Actual Duties / Accomplishments**

- a. Safely transport the waterproofing materials from the office to the customers' residence.
- b. Follow assigned routes and schedules, ensuring punctuality

- **Duration: January 2008 – March 2009**
- **Position: Company Driver**
- **Name of Office/Unit: VCY Sales**
- **Immediate Supervisor: Owen Yap**
- **Name of Agency/Organization and Location: Cebu City**

- **Summary of Actual Duties / Accomplishments**

- a. Serves also as junior salesman in electrical supplies from Cebu to Region 8.
- b. Deliver stocks such as lightings to the stores.

- **Duration: August 2004 – July 2006**
- **Position: Company Driver**
- **Name of Office/Unit: Citi Appliance**
- **Immediate Supervisor: Rochel Alvarez**
- **Name of Agency/Organization and Location: Baybay City**

- **Summary of Actual Duties / Accomplishments**

- a. Deliver the appliances to the customers residence from the store.
- b. Pull out also stocks from the other branch in region 8.
- c. Serves also as a Company Collector

Attachment to CS Form No. 212

ELMER E. CIABU

(Signature over Printed Name
of Employee/Applicant)

Date: 1-6-25