

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 ( ) a ☐ 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	SACRO		
FIRST NAME	CELSO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FRADES		
3. DATE OF BIRTH (mm/dd/yyyy)	5/28/1972	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	CALOOCAN CITY	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	ZONE 4 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY City/Municipality Province
7. HEIGHT (m)	1.78m	ZIP CODE	
8. WEIGHT (kg)	80		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	ZONE 4 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY City/Municipality Province
10. GSIS ID NO.	2001712872	ZIP CODE	
11. PAG-IBIG ID NO.	170000272711		
12. PHILHEALTH NO.	19-1-000815363-2		6521
13. SSS NO.	06-1-1757412-3-000	19. TELEPHONE NO.	NONE
14. TIN NO.	917-640-617	20. MOBILE NO.	09094903543
15. AGENCY EMPLOYEE NO.	V000459	21. E-MAIL ADDRESS (if any)	celso.sacro@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MUAÑA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CORINA	NAME EXTENSION (JR., SR)	XANDER AIDAN M. SARO	10/24/2006
MIDDLE NAME	MONTILLANO		XYLEENA M. SACRO	12/23/2010
OCCUPATION	TEACHER			
EMPLOYER/BUSINESS NAME	VFES			
BUSINESS ADDRESS	VSU CAMPUS, VISCA, BAYBAY CITY LEYTE			
TELEPHONE NO.	563-7190			
24. FATHER'S SURNAME	SACRO			
FIRST NAME	REYNALADO	SR.		
MIDDLE NAME	BITOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	FRADES			
FIRST NAME	ORTENCIA			
MIDDLE NAME	FUENTES		(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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	GAAS ELEMENTARY SCHOOL	ELEMENTARY	1979	1985		1985	with honor
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL	1985	1989		1989	
VOCATIONAL / TRADE COURSE	FRANCISCA COLLEGE OF THE IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER SCIENCE	1994	1996		1996	
COLLEGE	FRANCISCA COLLEGE OF THE IMMACULATE CONCEPTION	BS in COMMERCE Major in Accounting	1989	1993		1993	
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTERS IN PUBLIC ADMINISTRATION	2024	Present	18 unites	On going	

(Continue on separate sheet if necessary)

SIGNATURE

DATE

5/12/15

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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
CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	80.85%	2001-04-01	ST. JOSEPH COLLEGE, MAASIN CITY	N/A	N/A
CAREER SERVICE PROFESSIONAL ELIGIBILITY	82.26%	8/11/2024	ST. JOSEPH COLLEGE, MAASIN CITY	N/A	N/A


(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 *00-0*/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
2025-01-01	PRESENT	ADMINISTRATIVE AIDE VI	CASH OFFICE, STATE UNIVERSITY VISAYAS	18,957.00		PERMANENT	Y
2024-01-01	12/31/2024	ADMINISTRATIVE AIDE VI	CASH OFFICE, STATE UNIVERSITY VISAYAS	18,255.00		PERMANENT	Y
2019-11-18	12/31/2023	ADMINISTRATIVE AIDE VI	CASH OFFICE, STATE UNIVERSITY VISAYAS	17,553.00		PERMANENT	Y
2019-01-01	2019-11-17	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	12,756.00		PERMANENT	Y
2018-01-01	2018-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	12,112.00		PERMANENT	Y
2017-01-01	2017-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	11,589.00		PERMANENT	Y
2016-05-10	2016-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	11,089.00		PERMANENT	Y
2016-01-01	2016-05-09	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	10,985.00		PERMANENT	Y
2013-03-25	2015-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	10,505.00		PERMANENT	Y
2012-06-01	2013-03-24	ADMINISTRATIVE AIDE III	CASH OFFICE, STATE UNIVERSITY VISAYAS	10,401.00		PERMANENT	Y
2011-06-01	2012-05-31	ADMINISTRATIVE AIDE III	FINANCE OFFICE, STATE UNIVERSITY VISAYAS	9,628.00		PERMANENT	Y
2010-06-24	2011-05-31	ADMINISTRATIVE AIDE III	FINANCE OFFICE, STATE UNIVERSITY VISAYAS	8,854.00		PERMANENT	Y
2010-03-25	2010-06-23	ADMINISTRATIVE AIDE III	FINANCE OFFICE, STATE UNIVERSITY VISAYAS	8,080.00		PERMANENT	Y
2008-07-01	2010-03-24	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION STATE UNIVERSITY VISAYAS	418.36/DAY		CASUAL	Y
2008-01-01	06/30/208	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION STATE UNIVERSITY VISAYAS	380.32/DAY		CASUAL	Y
2007-07-01	2007-12-31	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION STATE UNIVERSITY VISAYAS	301.95/DAY		CASUAL	Y
2004-03-01	2007-06-30	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION STATE UNIVERSITY LEYTE	274.50/DAY		CASUAL	Y
2001-07-01	2004-02-29	CLERK I	ACCOUNTING DIVISION STATE COLLEGE OF AGRICULTURE VISAYAS	274.50/DAY		CASUAL	Y
2000-01-01	2001-06-30	CLERK I	ACCOUNTING DIVISION STATE COLLEGE OF AGRICULTURE VISAYAS	261.41/DAY		CASUAL	Y
1999-12-01	1999-12-31	CLERK I	ACCOUNTING DIVISION STATE COLLEGE OF AGRICULTURE VISAYAS	237.64/DAY		CASUAL	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/12/28
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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		
	N/A				

(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			
	CASH MANAGEMENT AND CONTROL SYSTEM	11/21/2023	11/24/2023	24		COA, RO No. VII CANDA HUG, PALO, LEYTE
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8		VSU, VISCA BAYBAY CITY LEYTE
	WORKING TOWARDS PERSONAL EFFECTIVENESS	08/22/2023	08/25/2023	32		POAP, INC
	KNOW YOUR MONEY AND CONTERFEIT DETECTION	02/26/2021	02/26/2021	8		BANKERS INSTITUTE OF THE PHILS. INC
	FRONTLINE AND CUSTOMER SERVICE	09-24-2019	09-27-2019	32		POAP, INC
	2016 REGIONAL ORIENTATION ON THE EDUCATION SERVICE CONTRACTING (ESC) PROGRAM AND ESC INFORMATION MANAGEMENT SYSTEM	04/21/2016	04/22/2016	16		PRIVATE DUCATION ASSISTANCE COMMITTEE
	PHILHEALTH EMPLOYER'S ENGAGEMENT REPRESENTATIVE (PEER) SUMMIT	04/30/2013	04/30/2013	8		PHILHEALTH REGION VIII
	GMIS WEB-BASED APPLICATION SYSTEM	10/29/2012	10/30/2012	16		VSU, VISCA
	SEMINAR WORKSHOP ON AGAP-EV AND PICPA-EVR 2nd GOVERNMENT FORUM	05/06/2009	05/08/2009	24		PICPA REGION VIII
	SEMINAR ON COMPUTER MAINTENANCE SECURITY AND APPRECIATION ON OPEN SOURCE APPLICATION	3/18/2009	3/18/2009	8		VSU-ICTU
	PMS-OPES WORKSHOP	7/26/2008	7/26/2008	8		VSU FINANCE

(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)
	Troubleshoot and diagnose computer problem				SECULAR FRANCISCAN ALLIANCE
	Reformat personal computer				
	Install new hardware and software in a computer				
	Knows Adobe photoshop program				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/12/25
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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:  
Simple neglect of duty

☐ 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.
QUEEN-EVER Y. ATUPAN	VSU-CASH OFFICE BAYBAY LEYTE	0998-337-2201
LOUELLA C. AMPAC	VSU-FINANCE OFFICE, BAYBAY LEYTE	053-563-7189
ALICE M. FLORES	VSU-BUDGET OFFICE, BAYBAY LEYTE	0917-634-1430

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

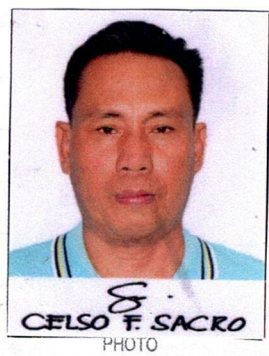
Government Issued ID: COMPANY ID

ID/License/Passport No.: V000459

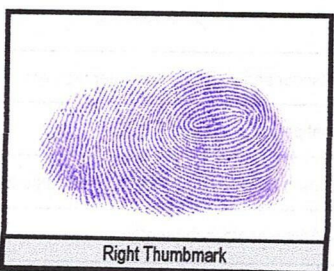
Date/Place of Issuance: VSU, VISCA, BAYBAY CITY, LEYTE

Signature (Sign inside the box)

Date Accomplished



CELSON F. SACRO  
PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 02 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERO  
VSU Director, Legal Affairs and Services

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: November 18, 2019 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Queen-ever Y. Atupan
- Name of Agency/Organization and Location: VSU Cash Office, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Receives and receipts all income of the University (by fund) being designated as the Assistant/Special collecting officer and OIC-Collecting office of the University.
  - Deposits daily collections intact to our depository bank (by fund) on the following banking day.
  - Priorities senior citizen/PWD and pregnant women in paying school fees and other services. Does other related jobs as mandated by the supervisor.
  - Request Bank Statement to the depository bank for verification of fund releases from other agencies and deposited payments from students and clients.
  - Post collections and deposits to the cash book by fund.
  - Monitor and prints transaction slips and deposit slips emailed/sent by clients and students online through the cash office official email account.
  - Summarize and reconcile payment transactions through remittance agencies like Palawan pawnshop, etc.
  - Keeps the cash book updated
  - Maintain the back-up files of the office through the created university server.
  
- Duration: June 1, 2012- November 17, 2019
- Position: Administrative Aide III
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Queen-ever Y. Atupan
- Name of Agency/Organization and Location: VSU Cash Office, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Assess Student fees
  - Re-assess fee for encoded adding/dropping of subjects.
  - Generate assessment slip
  - Validate assessment/examination permit
  - Prepares list of students enrolled
  - Prepares list of students without examination permit
  - Check and countersign clearances
  - Encodes dorm fee, requested subject and other related school fees

- Prepares quarterly report for account receivables for all college students.
  - Prepares student scholarship billing to the other agencies
- Duration: March 1, 2002- May 31, 2012
  - Position: Administrative Aide III
  - Name of Office/Unit: Accounting and Finance Office
  - Immediate Supervisor: Roberta C. Lemos
  - Name of Agency/Organization and Location: VSU Accounting Office, Visca, Baybay City, Leyte
- Summary of Actual Duties
    - Prepares monthly remittances to different government & private agencies.
    - Prepares Tax Remittance Advice (TRA) for submission to BIR, Baybay City Leyte
    - Submit monthly remittance of withholding tax to BIR
    - Encode GSIS contribution & loans to ERM Database for submission to GSIS Tacloban.
- Duration: December 1, 1999 – February 28, 2002
  - Position: Administrative Aide III
  - Name of Office/Unit: Accounting
  - Immediate Supervisor: Roberta C. Lemos
  - Name of Agency/Organization and Location: VSU Accounting Office, Visca, Baybay City, Leyte
- Summary of Actual Duties
    - Receives documents from other offices and department.
    - Records all documents received to their respective funds.
    - Releases all documents to the finance office for approval

  
 CELSO F. SACRO  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 5/13/25