CS Fo	rm No. 212
Revise	d 2017
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WARN	ING: Any mis

## PERSONAL DATA SHEET

inserpresentation 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. 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. 2. SURNAME ANDO NAME EXTENSION (JR., SR) FIRST NAME LINDY JANE LAUREÑO MIDDLE NAME 3. DATE OF BIRTH 04/13/1997 16. CITIZENSHIP ☑ Filipino ☐ Dual Citizenship (mm/dd/yyyy) ☐ by birth □ by naturalization Pls. indicate country: 4. PLACE OF BIRTH ORMOC CITY If holder of dual citizenship, please indicate the details. 5. SEX ☐ Male ☑ Female 17. RESIDENTIAL ADDRESS ☐ Married ☑ Single 6 CIVIL STATUS House/Block/Lot No. Street □ Widowed ☐ Separated MAS-IN PUROK KALIPAYAN ☐ Other/s: Subdivision/Village Barangay LEYTE ORMOC 7. HEIGHT (m) 1.6 City/Municipality Province 6541 54 **ZIP CODE** 8. WEIGHT (kg) 18 PERMANENT ADDRESS 0+ 9. BLOOD TYPE House/Block/Lot No. Street PUROK KALIPAYAN MAS-IN 10. GSIS ID NO. Subdivision/Village Barangay ORMOC LEYTE 11. PAG-IBIG ID NO. 1212-1511-0259 City/Municipality Province 12. PHILHEALTH NO. 1325-0777-5385 ZIP CODE 6541 19. TELEPHONE NO. NONE 13. SSS NO. 06-4059429-3 09354421403 343-174-893 14 TIN NO 20. MOBILE NO. V01109 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) lindyjane.ando@vsu.edu.ph FAMILY BACKGROUND DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR) NA FIRST NAME NA MIDDLE NAME NA OCCUPATION NA EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** NA NA TELEPHONE NO. 24. FATHER'S SURNAME ANDO NAME EXTENSION (JR., SR) MAXIMO FIRST NAME INDOLOS MIDDLE NAME 25. MOTHER'S MAIDEN NAME LAUREÑO SURNAME AILEEN FIRST NAME MIDDLE NAME LAMIGO (Continue on separate sheet if necessary) EDUCATIONAL BACKG SCHOLARSHIP HIGHEST LEVEL/ PERIOD OF ATTENDANCE 26. NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL UNITS EARNED GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED To From SECOND MAS-IN ELEMENTARY SCHOOL 2008 **ELEMENTARY** NA 2002 2008 HONORS NA NONE NEW ORMOC CITY NATIONAL HIGH SCHOOL 2008 2012 2012 SECONDARY VOCATIONAL / NA NA NA NA NA TRADE COURSE BACHELOR OF SCIENCE IN CIVIL ENGINEERING 2012 NONE 2017 **VISAYAS STATE UNIVERSITY** 2017 COLLEGE NA NA **GRADUATE STUDIES** NA NA NA NA SIGNATURE DATE 01/16/2020

IV. CIVIL S	SERVICE ELIGI	BILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING SPECIAL LAWS/ CES/ CSEE			DATE OF EVANINATION / PLACE OF EVAN		IINATION / CONFEDNICAT		LICENSE (if applicable)		
В		PECIAL LAWS/ CES/ CSEE (If Applicable)  EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT		KINENI	NUMBER	Date of Validity			
	RA1080 BOARD EXAM		81.7	11/11/2017	CEBU CITY 1		, ×	0162279	04/13/2021
		3			·	***************************************			
		-							
W WORK	EVECUENCE		(Co	ntinue on separate sheet if	necessary)				
	EXPERIENCE	t. Start from your recent	work) Description	of duties should be in	ndicated in the attached	Work Exper	ience sheet		
28. INCL	USIVE DATES						SALARY/ JOB/ PAY GRADE (if		GOVT
	mm/dd/yyyy)	POSITION TO (Write in full/Do not			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	SERVICE (Y/ N)
From September,	То						INCREMENT	TEMPORARY	
2018	Present	Instructo	rl	Visayas St	tate University	22149.00	12	REGULAR	Y
Feb, 2018	Aug, 2018	Office Engi	neer	Prince Retail G	roup of Companies	11000.00	NA	PROBATIONARY	N
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			(Col	ntinue on separate sheet if					
SIGN	IATURE	9	andlo		DATE	01	116/200	D	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT	PEOPLE / VOI	UNTARY OR	GANIZATION/S	S		
. 29. NAME & ADDRESS OF ORGANIZATION (Write in full)		VE DATES Id/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
NONE.			F	* 15.1		
		-				
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING P	Continue on separate		1			
vii. LEARNING AND DEVELOPMENT (L&U) INTERVENTIONS/TRAINING P (Start from the most recent L&D/training program and include only the relevant L&D/training taken			hief/Executive/Man	agerial 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/	CONDUCTED/ SPONSORED BY (Write in full)	
	From	То		Technical/etc)		
COURSE ON ROAD SAFETY	Oct. 30, 2019	Oct. 30, 2019	8.0	Technical	Engr. Hanzel N. Mejia	
ORIENTATION OF NEWLY-HIRED AND PART-TIME EMPLOYEE	Aug. 30, 2018	Aug. 31, 2019	16.0	Technical	VSU ODA-HRD	
TECHNOPRENEURSHIP OPPORTUNITIES FOR ENGINEERING GRADUATE	Feb. 23, 2017	Feb. 23, 2017	8.0	Technical	Engr. Eulalio G. Lagapa, Jr.	
PHIL-LIDAR VISAYAS CLUSTER CONFERENCE AND DATA TURNOVER	Nov. 11, 2017	Nov. 12, 2017	16.0	Technical	VSU Phil-Lidar 1	
	1					
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					1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987 - 1987	
					the first section	
Europe Company of the						
	Continue on separate	sheet if necessary	y)			
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES 32.	NON-ACADEMIC DISTI (Wri	NCTIONS / RECOC te in full)	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
NA NA	h Y				NA	
19, 19						
	,					
	\$ g x 1	1	,			
	Continue on separate	sheet if necessar	y)			
SIGNATURE		_		ATE	0414/2020	
7 0	1				CS FORM 212 (Revised 2017), Page 3 of	

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34. Are you related by consanguinity or affinity to the apportant of bureau or office or to the person who has immediately					
Bureau or Department where you will be apppointed,	diate supervision over you in the office,				
a. within the third degree?	☐ YES ' ✓ NO				
b. within the fourth degree (for Local Government Unit	- Career Employees)?	☐ YES ☑ NO	* *		
	If YES, give details:				
a. Have you ever been found guilty of any administrativ	e offense?	☐ YES ☑ NO			
	If YES, give details:				
b. Have you been criminally charged before any court?	YES NO				
	If YES, give details:  Date Filed:				
and the state of t	Status of Case/s:				
36. Have you ever been convicted of any crime or violation	of any law, decree, ordinance or regulation by	☐ YES ☑ NO	2		
any court or tribunal?	If YES, give details:	,			
37. Have you ever been separated from the service in any	of the following modes: resignation,	☐ YES ☑ NO	0		
retirement, dropped from the rolls, dismissal, termination	on, end of term, finished contract or phased out	If YES, give details:			
(abolition) in the public or private sector?  38. a. Have you ever been a candidate in a national or local	al election held within the last year (avent				
Barangay election)?	al election field within the last year (except	│ ☐ YES   ☑ NO │ If YES, give details:			
b. Have you resigned from the government service dur	ing the three (3) month period before the last	YES	NO		
election to promote/actively campaign for a national or	그 연구 보이 하는 경험에 가게 되는 것들이 가득하게 되었다. 그리고 있는 것이 되었다면 하는 것이 없는 것이 되었다. 그 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없다.	If YES, give details:	NO		
39. Have you acquired the status of an immigrant or perma	anent resident of another country?	☐ YES ☑	NO.		
		If YES, give details (countr			
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b					
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8	9/2), please answer the following items:				
Are you a member of any indigenous group?	☐ YES ☑ If YES, please specify:	NO			
Are you a person with disability?	☐ YES ☑				
		If YES, please specify ID No:			
c. Are you a solo parent?		☐ YES ☑ If YES, please specify ID No:			
41. REFERENCES (Person not related by consanguinity or affinity to app	licant /appointee)				
NAME	ADDRESS	TEL. NO.			
ENGR. LESLEY JOY BALCOS	ZAPATERA, CEBU CITY	9282051067			
	VISAYAS STATE UNIVERSITY, BAYBAY		A = -		
PROF. EPIFANIA G. LORETO	CITY, LEYTE	9222931815	A 60 14		
ENGR. KHAY TEJERO	ZAPATERA, CEBU CITY	9195550364	AT A		
42. I declare under oath that I have personally accomp	lished this Personal Data Sheet which is a t	rue, correct and			
complete statement pursuant to the provisions of			1000		
Philippines. I authorize the agency head/authorized re agree that any misrepresentation made in this			ANDO ANDO		
administrative/criminal case/s against me.	document and its attachments shall caus	se the filling of			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)					
PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: PRC	1 2000				
	1   0 \ 0				
ID/License/Passport No.: 0162279	oox)				
Date/Place of Issuance: ORMOC CITY	Date Accomplished		Right Thumbmark		
	0 3 FEB 2020 affiant exhibit		and ID as in directed at the second		
SUBSCRIBED AND SWORN to before me this	, affiant exhibit	ng his/her validly issued governm	ent ID as indicated above.		
	M.				
		an.			
	ATTY TYS IN C. GUINOC				
	VSULE 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, 2018 present
- Position: Instructor I
- · Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - o Performs instruction, research, and extension functions of the department
- Duration: Feb, 2018 Aug, 2018
- Position: Office Engineer
- Name of Office/Unit: Construction Project Management Department
- Immediate Supervisor: Engr. Josephine Penuela
- Name of Agency/Organization and Location: Prince Retail Group of Companies, MC Briones St., Cebu City
  - Summary of Actual Duties
    - o Effective coordination with the site engineers, designers, and Contractors
    - Requesting needed materials
    - Effective coordination with procurement and logistics to ensure that materials delivered on site are on right quality and quantity.
    - Assisting the Permit Liaison for the preparation of documents for the issuance of permits.
    - Making of As-built plans.

LINDY JANE L. ANDO

(Signature over Printed Name of Employee/Applicant)

Date: 01 / 14 / 2020