

Form No. 212  
d 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 ( ) and 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

FIRST NAME

MIDDLE NAME

TAGACTAC

WINNA

ANTONIANO

NAME EXTENSION (JR., SR)

N/A

3. DATE OF BIRTH  
(mm/dd/yyyy)

1/1/1999

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☒ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

HILONGOS

If holder of dual citizenship,  
please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

City/Municipality

PUROK 2

GABAS

Barangay

LEYTE

Province

7. HEIGHT (m)

1.49

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

City/Municipality

ZONE 3

DOOS DEL NORTE

Barangay

LEYTE

Province

8. WEIGHT (kg)

43

ZIP CODE

6523

9. BLOOD TYPE

N/A

19. TELEPHONE NO.

N/A

10. GSIS ID NO.

N/A

20. MOBILE NO.

0919-318-5653

11. PAG-IBIG ID NO.

121278556727

21. E-MAIL ADDRESS (if any)

winnatagactac@gmail.com

12. PHILHEALTH NO.

01-250414390-0

13. SSS NO.

35-0083057-3

14. TIN NO.

778-939-915-000

15. AGENCY EMPLOYEE NO.

V02714

N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

N/A

N/A

N/A

N/A

N/A

N/A

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

N/A

N/A

24. FATHER'S SURNAME

TAGACTAC

FIRST NAME

MIDDLE NAME

BALDWIN

ALQUEZA

NAME EXTENSION (JR., SR)

N/A

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

ANTONIANO

GINA

RUBA

(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

DOOS DEL NORTE ELEMENTARY  
SCHOOL

N/A

2005

2011

N/A

2011

2nd Honorable  
Mention

SECONDARY

SAINT MICHAEL COLLEGE  
UNIVERSITY OF MAKATI- (SENIOR  
HIGHSCHOOL)

HUMANITIES AND SOCIAL SCIENCES

2011  
2015

2015  
2017

N/A

2015  
2017

2nd Honorable  
Mention

VOCATIONAL /  
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

UNIVERSITY OF MAKATI

BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION MAJOR  
IN SUPPLY CHAIN MANAGEMENT

2017

2021

N/A

2021

N/A

GRADUATE STUDIES

N/A

N/A

N/A

N/A

N/A

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 06, 2025

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#### IV. CIVIL SERVICE ELIGIBILITY

| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT                  | LICENSE (if applicable) |                     |
|-----|--|---------------------------|--|--|-------------------------|---------------------|
|     |  |                           |  |  | NUMBER                  | Date of<br>Validity |
|     | CSC-SUBPROFESSIONAL  | 81.37                     | 8/20/2023                              | SAINT JOSEPH COLLEGE, MAASIN CITY                  |                         |                     |
|     | CSC-PROFESSIONAL   | 81.05                     | 3/3/2024                               | NEW ORMOC CITY NATIONAL HIGH SCHOOL,<br>ORMOC CITY |                         |                     |
|     |  |                           |  |  |                         |                     |
|     |  |                           |  |  |                         |                     |
|     |  |                           |  |  |                         |                     |
|     |  |                           |  |  |                         |                     |
|     |  |                           |  |  |                         |                     |

(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.*

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

January 06, 2025



[illegible]

(Continue on separate sheet if necessary)

| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED |    |    |    |    |    |    |    |    |     |
|--|----|----|----|----|----|----|----|----|-----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20  |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30  |
| 31   | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40  |
| 41   | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50  |
| 51   | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60  |
| 61   | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70  |
| 71   | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80  |
| 81   | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90  |
| 91   | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |


[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|---|
| Adaptability                   | N/A  | N/A   |
| Interpersonal Skills           |  |   |
| Computer Skills                |  |   |
| Organizing                     |  |   |
| Outdoor activities             |  |   |
| Travelling                     |  |   |
| Dance                          |  |   |

(Continue on separate sheet if necessary)

|           |   |      |                  |
|-----------|---|------|------------------|
| SIGNATURE |  | DATE | January 06, 2025 |
|-----------|---|------|------------------|

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|   |   |
|---|---|
| <p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>_____</p>  |
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>  |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>_____</p>  |
| <p>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?</p>  | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>_____</p>  |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country):</p> <p>_____</p>  |
| <p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>  | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> |

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) |                         |                               |
|--|-------------------------|-------------------------------|
| NAME   | ADDRESS                 | TEL. NO.                      |
| Mona Nena B. Geraldo   | Budget Office- VSU Main | 0935-946-8586                 |
| Alicia M. Flores   | Budget Office- VSU Main | +63 53 565 0600<br>local 1009 |
| Tiffany P. Baguio  | VICARP-VSU              | 0963-265-6467                 |

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:   | 6058-2963-4278-4362 |
| ID/License/Passport No.:  |                     |
| Date/Place of Issuance:   | PSA. 11/07/2021     |

Signature (Sign inside the box)

01/06/25  
Date Accomplished



PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath



## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: 2/20/2023 – present
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University-Main Campus  
Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for the posting of Payrolls, Vouchers, PPMP, PR's and PO's under GAA Research Program and Projects (Internationalization and Future Thinking Program).
  - Monitors and Controls projects for the monthly updating of Status of allotments and obligations.
  - Preparation of reports required by the DBM, PASUC, Congress, Senate and other regulatory agencies.
  - Preparation and dissemination of yearly allotment/allocation for each funded Departments/Unit of VSU System
  - Encodes quarterly reports and data in the Unified Reporting System (URS) of DBM.
  
- Duration: 1/20/2023 – 2/15/2023
- Position: Purchasing Officer
- Name of Office/Unit: Logistics and Purchasing Department
- Immediate Supervisor: Raymund Atilano
- Name of Agency/Organization and Location: Hydropure Technology Philippines  
Makati City, Philippines
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for the sourcing of raw materials.
  - Purchased raw materials for the whole operations
  - Updates necessary changes in terms of pricing per unit in the system
  - Ensures on time delivery of the raw materials to the warehouse and respective project sites.
  - Monthly inventory of materials stored in the warehouse.

- Duration: 6/1/2021 – 12/31/2022
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University-Main Campus  
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

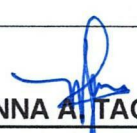
- Responsible for the posting of Payrolls, Vouchers, PPMP, PR's and PO's under Internationalization and Future Thinking Program.
- Monitors and Controls projects for the monthly updating of Status of allotments and obligations.
- Preparation of reports required by the DBM, PASUC, Congress, Senate and other regulatory agencies.
- Preparation and dissemination of yearly allotment/allocation for each funded Departments/Unit of VSU System
- Encodes quarterly reports and data in the Unified Reporting System (URS) of DBM.
- Alternative Deputy Records Controller- records and control inbound and outbound documents.

- Duration: 10/26/2020 – 1/29/2021
- Position: Data Processor and Analyst
- Name of Office/Unit: Global Platform Assessing Suppliers (GPAS)
- Immediate Supervisor: Charlie P. Villaseñor
- Name of Agency/Organization and Location: Procurement and Supply Institute of Asia  
Makati City, Philippines

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Makes assessment report for all suppliers of First Balfour
- Do background checking
- Visits, warehouse, offices and project sites for inspection
- Validates necessary permits and forms
- Assess financial reports

  
**WINNA A. TAGACTAC**  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 01/02/25