

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	SOPA			
FIRST NAME	ERIC		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	BANAYAG			
3. DATE OF BIRTH (mm/dd/yyyy)	5/2/1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BRGY. SABANG, BAYBAY	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		
7. HEIGHT (m)	5'7	ZIP CODE	House/Block/Lot No.	Street
8. WEIGHT (kg)	80			KABALASAN
9. BLOOD TYPE	B		Subdivision/Village	Barangay
10. GSIS ID NO.	N/A		BAYBAY	LEYTE
11. PAG-IBIG ID NO.	1212-0391-3179		City/Municipality	Province
12. PHILHEALTH NO.	13-050058634-7	18. PERMANENT ADDRESS		
13. SSS NO.	0619531009	ZIP CODE	House/Block/Lot No.	Street
14. TIN NO.	277-343-451			KABALASAN
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village	Barangay
			BAYBAY	LEYTE
			City/Municipality	Province
		20. MOBILE NO.	09556243305	
		21. E-MAIL ADDRESS (if any)	eric.sopa@vsu.edu.ph	


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SOPA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	IVY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BATIGULAO		ERIC JHON SOPA	8/5/2010
OCCUPATION	CASHIER		ERVYN SOPA	12/18/2017
EMPLOYER/BUSINESS NAME	BRODETH MARKETING			
BUSINESS ADDRESS	BAYBAY CITY			
TELEPHONE NO.	9153079949			
24. FATHER'S SURNAME	SOPA			
FIRST NAME	IRENEO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELAGANAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	BANAYAG			
FIRST NAME	NENITA			
MIDDLE NAME	LLIANO		(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	BAYBAY SOUTH CENTRAL SCHOOL	PRIMARY	1991	1996	GRADUATED	1996	NO
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	SECONDARY	1997	2000	GRADUATED	2000	NO
VOCATIONAL / TRADE COURSE	ORMOC CITY TECHNOLOGICAL MANPOWER TRAINING AND RESEARCH CENTER	VOCATIONAL	Jan. 2007	June. 2007	COMPLETED	2007	NO
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1 - 12 - 2024	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	---	------	---------------	---




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
	BUILDING WIRING INSTALLATION		6/13/2011	ORMOC TESDA	330208110046	
	DRIVER'S LICENSE		4/22/2022	LTO BAYBAY	H-12-08- 000627	5/2/2032

V. WORK EXPERIENCE	
1. Name of Employer	
2. Position Held	
3. Dates of Employment	
4. Description of Duties and Responsibilities	
5. Name of Supervisor	
6. Name of Employer	
7. Position Held	
8. Dates of Employment	
9. Description of Duties and Responsibilities	
10. Name of Supervisor	
11. Name of Employer	
12. Position Held	
13. Dates of Employment	
14. Description of Duties and Responsibilities	
15. Name of Supervisor	
16. Name of Employer	
17. Position Held	
18. Dates of Employment	
19. Description of Duties and Responsibilities	
20. Name of Supervisor	
21. Name of Employer	
22. Position Held	
23. Dates of Employment	
24. Description of Duties and Responsibilities	
25. Name of Supervisor	
26. Name of Employer	
27. Position Held	
28. Dates of Employment	
29. Description of Duties and Responsibilities	
30. Name of Supervisor	
31. Name of Employer	
32. Position Held	
33. Dates of Employment	
34. Description of Duties and Responsibilities	
35. Name of Supervisor	
36. Name of Employer	
37. Position Held	
38. Dates of Employment	
39. Description of Duties and Responsibilities	
40. Name of Supervisor	
41. Name of Employer	
42. Position Held	
43. Dates of Employment	
44. Description of Duties and Responsibilities	
45. Name of Supervisor	
46. Name of Employer	
47. Position Held	
48. Dates of Employment	
49. Description of Duties and Responsibilities	
50. Name of Supervisor	
51. Name of Employer	
52. Position Held	
53. Dates of Employment	
54. Description of Duties and Responsibilities	
55. Name of Supervisor	
56. Name of Employer	
57. Position Held	
58. Dates of Employment	
59. Description of Duties and Responsibilities	
60. Name of Supervisor	
61. Name of Employer	
62. Position Held	
63. Dates of Employment	
64. Description of Duties and Responsibilities	
65. Name of Supervisor	
66. Name of Employer	
67. Position Held	
68. Dates of Employment	
69. Description of Duties and Responsibilities	
70. Name of Supervisor	
71. Name of Employer	
72. Position Held	
73. Dates of Employment	
74. Description of Duties and Responsibilities	
75. Name of Supervisor	
76. Name of Employer	
77. Position Held	
78. Dates of Employment	
79. Description of Duties and Responsibilities	
80. Name of Supervisor	
81. Name of Employer	
82. Position Held	
83. Dates of Employment	
84. Description of Duties and Responsibilities	
85. Name of Supervisor	
86. Name of Employer	
87. Position Held	
88. Dates of Employment	
89. Description of Duties and Responsibilities	
90. Name of Supervisor	
91. Name of Employer	
92. Position Held	
93. Dates of Employment	
94. Description of Duties and Responsibilities	
95. Name of Supervisor	
96. Name of Employer	
97. Position Held	
98. Dates of Employment	
99. Description of Duties and Responsibilities	
100. Name of Supervisor	
101. Name of Employer	
102. Position Held	
103. Dates of Employment	
104. Description of Duties and Responsibilities	
105. Name of Supervisor	
106. Name of Employer	
107. Position Held	
108. Dates of Employment	
109. Description of Duties and Responsibilities	
110. Name of Supervisor	
111. Name of Employer	
112. Position Held	
113. Dates of Employment	
114. Description of Duties and Responsibilities	
115. Name of Supervisor	
116. Name of Employer	
117. Position Held	
118. Dates of Employment	
119. Description of Duties and Responsibilities	
120. Name of Supervisor	
121. Name of Employer	
122. Position Held	
123. Dates of Employment	
124. Description of Duties and Responsibilities	
125. Name of Supervisor	
126. Name of Employer	
127. Position Held	
128. Dates of Employment	
129. Description of Duties and Responsibilities	
130. Name of Supervisor	
131. Name of Employer	
132. Position Held	
133. Dates of Employment	
134. Description of Duties and Responsibilities	
135. Name of Supervisor	
136. Name of Employer	
137. Position Held	
138. Dates of Employment	
139. Description of Duties and Responsibilities	
140. Name of Supervisor	
141. Name of Employer	
142. Position Held	
143. Dates of Employment	
144. Description of Duties and Responsibilities	
145. Name of Supervisor	
146. Name of Employer	
147. Position Held	
148. Dates of Employment	
149. Description of Duties and Responsibilities	
150. Name of Supervisor	
151. Name of Employer	
152. Position Held	
153. Dates of Employment	
154. Description of Duties and Responsibilities	
155. Name of Supervisor	
156. Name of Employer	
157. Position Held	
158. Dates of Employment	
159. Description of Duties and Responsibilities	
160. Name of Supervisor	
161. Name of Employer	
162. Position Held	
163. Dates of Employment	
164. Description of Duties and Responsibilities	

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

SIGNATURE		DATE	1-12-2024	CS FORM 212 (Revised 2017), Page 2 of 4
-----------	---	------	-----------	---

981

DATE \_\_\_\_\_

1-12-2024



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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)
ELECTRICIAN	N/A	N/A
DRIVING		
BASKETBALL		
OPERATOR		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1-12-2024	CS FORM 212 (Revised 2017), Page 3 of 4
-----------	---	------	-----------	---



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.
CLAUDIO ABABAT JR.	BRGY. SAN AGUSTIN	9268310890
GABRIEL ISRAEL JR.	BRGY. HIBUNAWAN	9057723185
ENGR. MARLON G. BURLAS	ORMOC CITY	9176341520

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.



ERIC B. SOPA

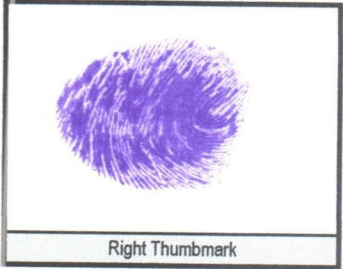
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	LICENSE
ID/License/Passport No.:	H-12-08-000627
Date/Place of Issuance:	BAYBAY

Signature (Sign inside the box)

1-18-2024

Date Accomplished



Right Thumbmark

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

DOC NO. 32  
PAGE NO. 7  
BOOK NO. 7  
SERIES OF. 74

NOTARY PUBLIC FOR THE PROVINCE OF LEYTE, CITY OF BAYBAY

NOTARIAL COMMISSION NO. B-28-12-07

UNTIL DECEMBER 31, 2025

PTR NO. 800210252 - exp. 3. 2024

IBP O.R. NO. 395,880 - JAN. 3. 2024

MCLE COMPLIANCE NO. 011-07061595 - VALID UNTIL APRIL 14, 2025

Person Administering Oath: 42394

R. MAGSA SAY AVE., BAYBAY CITY, LEYTE

CS FORM 212 (Revised 2017), Page 4 of 4



## 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: January 1, 2016 - Present
- Position: Heavy Equipment Operator
- Name of Office/Unit: Power Plant and Electrical Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

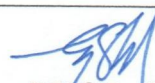
•

- Summary of Actual Duties

. Operate the Manlift Truck for hauling, lifting and hoisting electrical materials such as transformers, high-tension wires and electrical post.

. Maintains the manlift truck to ensure road worthiness and good running condition.

. Assist co-workers in trouble shooting and maintenance of electrical distribution lines and connections.



**ERIC B. SOPA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 01/01/24