

## 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	SEÑARA		
FIRST NAME	CIELO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FLANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	4/25/1966	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Camiguin	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	817 A. Mabini St. House/Block/Lot No. Street Brgy. Zone 2 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
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:	18. PERMANENT ADDRESS	817 A. Mabini St. House/Block/Lot No. Street Brgy. Zone 2 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.66	19. TELEPHONE NO.	none
8. WEIGHT (kg)	74.00	20. MOBILE NO.	none
9. BLOOD TYPE	A+	21. E-MAIL ADDRESS (if any)	<a href="mailto:cielo.senara@vsu.edu.ph">cielo.senara@vsu.edu.ph</a>
10. GSIS ID NO.	66042501949		
11. PAG-IBIG ID NO.	170000261720		
12. PHILHEALTH NO.	13-000014354-6		
13. SSS NO.	None		
14. TIN NO.	116-626-906		
15. AGENCY EMPLOYEE NO.	V00647		

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	SEÑARA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GERALDINE	NAME EXTENSION (JR., SR) N/A	Sweet Urahia May	Jan. 27, 1991
MIDDLE NAME	GODOY		Therese Althea	Apr. 10, 1996
OCCUPATION	N/A		Ken Franchiz	Jun. 5, 2008
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SEÑARA			
FIRST NAME	ANTONIO	SR.		
MIDDLE NAME	ABOC			
25. MOTHER'S MAIDEN NAME				
SURNAME	FLANDEZ			
FIRST NAME	TERESITA (Deceased)			
MIDDLE NAME	PIEZA			

(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 North Central School	Graduated	1972	1978	Certificate	1978	Diploma
SECONDARY	Franciscan College of the Immaculate Conception (FCIC)	Graduated	1978	1982	Diploma	1982	Diploma
VOCATIONAL / TRADE COURSE	None	None			None		None
COLLEGE	Franciscan College of the Immaculate Conception (FCIC)	Bachelor of Science in Commerce	1982	1986	Diploma	1986	Diploma
GRADUATE STUDIES	None	None			None		None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec. 4, 2024
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#### IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
None	None	None	None	None	None


(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")	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2024	Present	Admin. Aide III	Visayas State University	15,265.00		CASUAL	YES
01/01/2023	12/31/2023	Admin. Aide III	Visayas State University	14,678.00		CASUAL	YES
01/01/2022	12/31/2022	Admin. Aide III	Visayas State University	642.05		CASUAL	YES
01/01/2021	12/31/2021	Admin. Aide III	Visayas State University	616.91		CASUAL	YES
01/01/2020	12/31/2020	Admin. Aide III	Visayas State University	591.77		CASUAL	YES
01/01/2019	12/31/2019	Admin. Aide III	Visayas State University	566.64		CASUAL	YES
01/01/2018	12/31/2018	Admin. Aide III	Visayas State University	541.54		CASUAL	YES
07/01/2017	12/31/1017	Admin. Aide III	Visayas State University	517.59		CASUAL	YES
01/01/2017	06/30/17	Admin. Aide III	Visayas State University	517.59		CASUAL	YES
01/01/2016	12/31/2016	Admin. Aide III	Visayas State University	494.68		CASUAL	YES
01/01/2015	12/31/2015	Admin. Aide III	Visayas State University	472.77		CASUAL	YES
07/01/2014	12/31/2014	Admin. Aide III	Visayas State University	472.77		CASUAL	YES
01/01/2014	06/30/2014	Admin. Aide III	Visayas State University	402.42		CASUAL	YES
01/01/2013	12/31/2013	Admin. Aide III	Visayas State University	402.42		CASUAL	YES
01/01/2012	12/31/2012	Admin. Aide III	Visayas State University	402.42		CASUAL	YES
01/01/2011	12/31/2011	Admin. Aide III	Visayas State University	367.27		CASUAL	YES
07/01/2008	12/31/2010	Admin. Aide III	Visayas State University	332.14		CASUAL	YES
01/01/2007	06/30/2008	Admin. Aide III	Visayas State University	301.90		CASUAL	YES
01/01/2005	12/31/2006	Admin. Aide III	Leyte State University	274.50		CASUAL	YES
01/01/2002	12/31/2004	Clerk I	Leyte State University	274.50		CASUAL	YES
07/01/2001	12/31/2001	Clerk I	Visayas State College of Agriculture	274.50		CASUAL	YES
01/01/2000	06/30/2001	Clerk I	Visayas State College of Agriculture	261.41		CASUAL	YES
01/01/1997	12/31/1999	Clerk I	Visayas State College of Agriculture	237.64		CASUAL	YES
01/01/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	225.27		CASUAL	YES
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	179.82		CASUAL	YES
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	134.36		CASUAL	YES
07/01/1989	12/31/1993	Clerk I	Visayas State College of Agriculture	98.00		CASUAL	YES
01/01/1989	06/30/1989	Clerk I	Visayas State College of Agriculture	32.85		CASUAL	YES
06/01/1988	12/31/1988	Laborer	Visayas State College of Agriculture	32.85		CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	Dec. 4, 2024



# 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		
	none				

(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			
	Regional Abaca Summit 2023	10/25/2023	10/27/2023	24	Technical	Ormoc Superdome, Ormoc City
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	6	Technical	Visayas State University
	Document Tracking System	11/13/2020		3	Technical	Human Resource Management, VSU
	2019 Abaca RDE In-House Review	07/16/2019		8	Technical	NARC, VSU
	2018 Abaca RDE In-House Review	09/10/2018	09/13/2018	12	Technical	RDE Green Room, VSU
	Regional Abaca Summit 2018	6/20/2018	6/21/2018	16	Technical	RDE Hall, VSU
	2017 Abaca RDE In-House Review	09/07/2017	09/08/2017	12	Technical	NARC, VSU
	2016 Abaca RDE In-House Review	07/21/2016	07/22/2016	12	Technical	NARC, VSU
	Workshop on the Development of Abaca Proposal and Validation of the Abaca Summit 2015 Proceedings	03/17/2016	03/18/2016	16	Technical	NARC, VSU & ATI RTO8
	National Abaca Summit	11/04/2015	11/05/2015	16	Technical	SLSU, Sogod So. Leyte
	2015 Abaca RDE In-House Review	09/17/2015	09/18/2015	16	Technical	NARC, VSU
	2014 Abaca RDE In-House Review	6/5/2014	6/6/2014	16	Technical	NARC, VSU
	2013 Abaca RDE In-House Review	02/11/2013	02/12/2013	16	Technical	NARC, VSU
	Abaca Stakeholders' Consultative Meeting and Planning Workshop for the Visayas	11/08/2012		8	Technical	NARC, VSU
	Training on Abaca Production and Postharvest Processing	05/02/2012	05/03/2012	16	Technical	NARC, VSU
	2012 Annual RDE In-House Consultative Review and Planning Workshop	5/2/2012	5/3/2012	16	Technical	OVPRE, VSU
	Training on RA 9184 and the Revised IRR Modules I, III, V	7/29/2010		8	Technical	DBM RO VIII, GPPB, VSU

(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)
	TABLE TENNIS		Loyalty Awardee (35 yrs. In Govt Service)		SIGMA ALPHA EPSILON (SAE)
	Computer Literate				
	SIGNATURE			DATE	Dec. 4, 2024



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.
Dr. Feliciano G. Sinon	VSU, Baybay City	9173325382
Dr. Romel B. Armecin	VSU, Baybay City	9190973688
Dr. Robelyn T. Piamonte	VSU, Baybay City	9164239381

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.

Cielo F. Señara

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

Government Issued ID: V00647

ID/License/Passport No.: H03-98-020679

Date/Place of Issuance: April, 25, 2022, Baybay City, Leyte

Signature (Sign inside the box)

DEC 4, 2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 03 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU Chief Legal Officer

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.

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

- Duration: July 1, 1989 – Present
- Position: Administrative Aide III
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Romel B. Armecin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares Government Standard Forms - Trip tickets, RIS, Travel orders, itinerary of travel, certificate of travel completed, cash advances, liquidation reports, DTR/CSR, payrolls, application for leave, request for overtime, appointments/contracts, purchase request, purchase order, request for quotation, abstract of quotation, obligation request/budget utilization request, disbursement voucher, inspection and acceptance report, claims/ reimbursements, job order, job request, PDS, accomplishment reports, PPMPs, etc.
- Prepares/encodes staff (casual & contractual) evaluation documents - PES individual targets prepared, PMS contracts prepared, PES accomplishments
- Other Services: Messengerial, photocopying/printing services, assists staff in different computer system installation (removal of virus, backing up of data, etc.)
- In-charge and monitors audio visual equipment of the center and equipments at laboratories
- Customer Assistance Services

  
CIELO F. SEÑARA

(Signature over Printed Name  
of Employee/Applicant)

Date: 1-3-25