CS Form No. 212 Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person 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 LEMOS NAME EXTENSION (JR., SR FIRST NAME SHEILA MARIE CORREA MIDDLE NAME 3. DATE OF BIRTH 6/15/1979 16. CITIZENSHIP ☑ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: 4. PLACE OF BIRTH Manila If holder of dual citizenship, please indicate the details. 5. SEX ☐ Male ✓ Female ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No ☐ Widowed Separated Kilim Tab-ang Other/s: ubdivision/Village Barangay Levte Baybay 1.524 m 7. HEIGHT (m) City/Municipality Province 57.6 kg 7IP CODE 8. WEIGHT (kg) 6521 18 PERMANENT ADDRESS 270 Isaiah 9 BLOOD TYPE 0 House/Block/Lot No. Street San Antonio Adelina 1 10. GSIS ID NO. 006-0017-6518-6 Subdivision/Village Barangay San Pedro Laguna 11. PAG-IBIG ID NO. 1700-0027-5186 Province City/Municipality 12. PHILHEALTH NO 13-000047145-4 ZIP CODE 4023 053 5637760 13. SSS NO. 33-6731755-6 19. TELEPHONE NO. 09173283869 / 09472257751 922-427-143 14 TIN NO 20 MORILE NO 15. AGENCY EMPLOYEE NO. V000624 21. E-MAIL ADDRESS (if any) slemos@vsu.edu.ph/smclemos79@yahoo.com FAMILY BACKGROUND N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) N/A N/A FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME BUSINESS ADDRESS TELEPHONE NO 24. FATHER'S SURNAME LEMOS IAME EXTENSION (JR., SR) N/A **EDUARDO** FIRST NAME MIDDLE NAME MASON 25. MOTHER'S MAIDEN NAME CORREA SURNAME FIRST NAME ROBERTA MATEO MIDDLE NAME (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP PERIOD OF ATTENDANCE ACADEMIC NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE I FVFI UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED To From **Primary Education** San Lorenzo School of San Pedro 1992 N/A 1986 1992 graduated FLEMENTARY **High School** NIA SECONDARY Canossa School, Sta. Rosa, Laguna 1992 1996 graduated 1996 VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE Visayas State College of Agriculture **BS Development Communication** graduated 2000 NIA 1996 2000 COLLEGE N/A N/A N/A N/A N/A N/A N/A **GRADUATE STUDIES** DATE SIGNATURE Mulcar April 25, 2017

CAREE		(BOARD/ BAR) UNDE	RATING	DATE OF				LICENSE (if ap	oplicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			EXAMINATION / CONFERMENT	ION / CONFER	MENT 7	NUMBER	Date of Validity		
Career Service Sub-Professional 80.6			80.63%	10/26/2014	chool, Taclo	oban City	N/A	N/A	
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			- April April 4	The state of the s					
rac No h									
WORKE	XPERIENCE		(C	ontinue on separate sheet	t if necessary)				
		Start from your recent	work) Descriptio	n of duties should be	indicated in the attached	Work Experi	ence sheet.		
	INCLUSIVE DATES (mm/dd/yyyy) POSITION TITLE			DEPARTMENT / AG	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF	GOV'T SERVICE	
From	То	(Write in full/Do not	abbreviate)	(Write in full/Do not abbreviate)		SALARY	(Format "00-0") INCREMENT	APPOINTMENT	(Y/N)
9/16/2015	present	Administrative	Aide III	Information Office, Visyas State University, Baybay, Leyte		13,387.00	SG-3	Permanent	Yes
	-			Information Office, Visayas State University,		20			
1/1/2015	12/31/2015	Administrative	Valedy	Information Office, Bay	508.23/day	SG-4	Casual	Yes	
1/1/2014	12/31/2014	Administrative	187	Bay Information Office,	470.28/day	SG-4	Casual	Yes	
1/1/2013	12/31/2013	Administrative		Bay Information Office	433.45/day	SG-4	Casual	Yes	
10/1/2011			Bay Information Office,	433.45/day	\$G-4	Casual	Yes		
10/1/2011	12/31/2011	Administrative	Alde IV		bay, Leyte	396.05/day	SG-4	Casual	Yes
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7/1/2011	9/30/2011	Administrative Aide IV		Human Resource State Univer	396.05/day	SG-4	Casual	Yes	
4 "			and the same		_ Aut			No.	
1/1/2008	6/30/2011	Administrative	Aide IV	Visayas State University Manila Office, Pasay City		358.68/day	SG-4	Casual	Yes
1/1/2007	12/31/2007	Administrative	Aide IV		niversity Manila Office, asay City	296.45/day	SG-4	Casual	Yes
				Landa Otata Halian	the Mar II Office D				
1/1/2004	12/31/2006	Administrative	Aide IV	Leyte State University Manila Office, Pasay City		296.45/day	SG-4	Casual	Yes
24/2004		0.11		Visavas State Coll	ege of Agriculture Manila	282.23/day			
3/1/2001	12/31/2004	Clerk II		Office	Visayas State College of Agriculture Manila Office, Pasay City Visayas State College of Agriculture Manila		SG-4	Casual	Yes
1/1/2001	2/28/2001	Demo			e, Pasay City	329.27/day	SG-6	Casual	Yes
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SIGNA	TURE	Ship	lind		DATE		April 2	25, 2017	

IV. CIVIL SERVICE ELIGIBILITY

y,

, NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK	
N/A		N/A	N/A	N/A		N/A	
				Sane	e sector		
				-			
			-	-	1,7		
	TO SERVE		-				
	15.150	(Continue on	separate sheet i	fnacaccarvi			
/II. LEARNING AND DEVELOPMENT (L&D) IN		OGRAMS A	TTENDED				
Start from the most recent L&D/training program and includ-	only the relevant L&D/training taken fo		DATES OF	sion Chief/Executive		ns)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
202 350 (2)			From To		Technical/etc)	Last a contrate some contrate and the second as	
HIV in the Workplace Seminar		December 9, 2016		N/A	participant	Visayas State University Hospital	
Workshop to Review and Improve	Citizen's Charter	September 1, 2016		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Developmen	
27th Joint ViCARP and RRDEN Regional Research, Development and Extension Symposium			December 3-4, 2015		facilitator	Visayas Consortium for Agriculture, Aquatic and Res Program / Regional Research Development and Exte Network	
Reorientation of Frontliners on Good customer Service, Work Values and Anti- Red Tape Law			September 10, 2014		participant	Visayas State University - Office of the Director for Administration and Human Resource Development	
Seminar on Best Practices for Laboratory Management			May 22, 2013		participant	Visayas State University - Office of the Vice Preside Research and Extension	
Seminar on Fire Preven		September 21, 2012		N/A	participant	Visayas State University - Office of the Director Administration and Human Resource Developm	
Seminar on ATTRACT-and-KILL: A New Technology Potato Tuber Moth	ogy for the Management of the	July 18, 2012		N/A	participant	Visayas State University - Office of the Vice Preside Research and Extension	
2012 Annual RDE In-House Consultative Review and Planning Workshop			June 20, 2012		participant	Visayas State University - Office of the Vice President Research and Extension	
Seminar on Renewable Energy Sources	for Rural Development	March 26, 2012		N/A	participant	Visayas State University - Office of the Vice President Research and Extension	
PARFFI Professorial Chair	Lecture	January 20, 2012		N/A	participant	Visayas State University - Office of the Vice President Research and Extension	
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		(Continue on	separate sheet	if necessary)	10. 200		
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			A Property	3 MEMBERSHIP IN ASSOCIATION/ORGANIZATION 3. (Write in full)		
computer literate (MS Word, Excel, Powerpoint,	N/A				VSU Administrative Personnel Association		
Corel Draw) news writing, editing	TO ALCOHOLOGICAL CONTROL OF THE CONT					Maltine Street erabilities	
internet surfing						andra securit securit	
and the second s	A CONTRACTOR OF THE CONTRACTOR						
 							
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	210		separate sheet				
SIGNATURE	The	800	or artise, and we	D.	ATE	April 25, 2017 CS FORM 212 (Revised 2017), Page	

	are you related by consanguinity or affinity to toppointing thief of bureau or office or to the person who has immediate	0				
	Bureau or Department where you will be approinted,					
8	a. within the third degree?	✓ YES	□ NO			
b	o, within the fourth degree (for Local Government Unit - Care	eer Employees)?	YES	✓ NO		
			If YES, give Mrs. Jocely	details: n C. Escubio, Teacher III, Department of Education		
35. 8	a. Have you ever been found guilty of any administrative offe	ense?	YES	☑ NO		
			If YES, give			
t	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details:				
			Date Filed: Status of Case/s:			
36. H	Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation by	YES	☑ NO		
	any court or tribunal?	If YES, give				
37.	Have you ever been separated from the service in any of the	e following modes: resignation.	YES	✓ NO		
1	retirement, dropped from the rolls, dismissal, termination, er (abolition) in the public or private sector?	If YES, give	details:			
	a. Have you ever been a candidate in a national or local ele Barangay election)?	YES If YES, give	e details:			
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	YES If YES, give	✓ NO e details:			
39. I	Have you acquired the status of an immigrant or permanent	YES If YES, give	NO details (country):			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	ana Carta for Dinabled Persons /DA	- 4 -	and the the second		
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),					
а. /	Are you a member of any indigenous group?	TAVE STOR BLANK	☐ YES	☑ NO		
	participers Viciyes Sate Cauching a Sifect of the Tiber Uner President	AM STOCK Off and co	If YES, please	specify:		
	Are you a solo parent?	And Story as decade 200 Story memory.	YES If YES, please			
c. ,	Are you a solo parent?	and the control of th	YES If YES, please	Specify ID No:		
41. F	REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)				
	NAME	ADDRESS	TEL. NO.			
	Lourdes B. Cano, PhD	ODAHRD, VSU, Baybay, Leyte	053 563764	43		
	Wolfreda T. Alesna, PhD	Department of Development Communication, VSU, Baybay, Leyte	915508754	43		
	Ms. Teresita L. Quiñanola	PRPEO, VSU, Baybay, Leyte	998151712	22		
(declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docuadministrative/criminal case/s against me.	nent laws, rules and regulations of the lentative to verify/validate the contents state	Republic of the	Shell raup		
	vernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) EASE INDICATE ID Number and Date of Issuance	60.				
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ID/L	icense/Passport No.: EC7657284	ox)	A CONTRACTOR OF STREET			
Date	e/Place of Issuance: DFA Manila	J. J	Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	, affiant exhibitin	ng his/her validly is	ssued government ID as indicated above.		
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	Apr. 28 365	Person Administering Oat	II	Second Control of the		



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.

Position Applied: Administrative Aide IV

Duration: May 1, 2017 - present
 Position: Administrative Aide IV

· Name of Office/Unit: Information Office

Immediate Supervisor: Wolfreda T. Alesna, PhD

- Name of Agency/Organization and Location: Visayas State University, Baybay, Leyte
 - List of Accomplishments and Contributions (if any)
 - Facilitated layout of publication (The Obelisk) issues from July-December 2016 and January-March 2017.
 - Summary of Actual Duties
 - Responsible for the documentation of University activities, write articles, layout for publication to The Obelisk (University Organ); prepares documents for payment to suppliers and utilities, payroll of Job Order staff, processing and follow-up of said documents.

Duration: May 1, 2017 - present
 Position: Administrative Aide IV

- · Name of Office/Unit: Information Office
- Immediate Supervisor: Wolfreda T. Alesna, PhD
- Name of Agency/Organization and Location: <u>Visayas State University</u>, <u>Baybay</u>, <u>Leyte</u>
 - List of Accomplishments and Contributions (if any)
 - Facilitated layout of publication (The Obelisk) issues from July-December 2016 and January-March 2017
 - Summary of Actual Duties
 - Responsible for the documentation of University activities, write articles, layout for publication to The Obelisk (University Organ); prepares documents for payment to suppliers and utilities, payroll of Job Order staff, processing and follow-up of said documents.

SHEILA MARIE C. LEMOS
(Signature over Printed Name of Employee/Applicant)

Jenon !

Date: 23 August 2017