

CS Form No. 212 Revised 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		SINGSON									
FIRST NAME		ARGIE						NAME EXTENSION (JR, SR)		N/A	
MIDDLE NAME		PALER									
3. DATE OF BIRTH (mm/dd/yyyy)		02/04/1971		16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship					
4. PLACE OF BIRTH		BAYBAY, LEYTE		If holder of dual citizenship, please indicate the details.		<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization					
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				Pls. indicate country:					
6. CIVIL STATUS		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS							
7. HEIGHT (m)		5'6"		ZIP CODE		House/Block/Lot No. Street					
8. WEIGHT (kg)		78kg				SITIO TAB-ANG KILIM					
9. BLOOD TYPE		"A"				Subdivision/Village Barangay					
10. GSIS ID NO.		021-1581-1036-2				BAYBAY LEYTE					
11. PAG-IBIG ID NO.		916-048312-203		ZIP CODE		City/Municipality Province					
12. PHILHEALTH NO.		13-000103555-0				6521-A					
13. SSS NO.		061461388-3				SITIO TAB-ANG KILIM					
14. TIN NO.		188-261.488				House/Block/Lot No. Street					
15. AGENCY EMPLOYEE NO.		NONE		19. TELEPHONE NO.		N/A					
				20. MOBILE NO.		0975-3735411					
				21. E-MAIL ADDRESS (if any)		N/A					
II. FAMILY BACKGROUND											
22. SPOUSE'S SURNAME		SINGSON		23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)					
FIRST NAME		MARIALYN		NAME EXTENSION (JR, SR)		JAMESLEE M. SINGSON		12/10/1999			
MIDDLE NAME		MENDOZA				JEMAR M. SINGSON		04/03/2002			
OCCUPATION		HOUSEWIFE				ANNALEAH M. SINGSON		11/18/2005			
EMPLOYER/BUSINESS NAME		N/A									
BUSINESS ADDRESS		N/A									
TELEPHONE NO.		N/A									
24. FATHER'S SURNAME		SINGSON									
FIRST NAME		JAIME		NAME EXTENSION (JR, SR)							
MIDDLE NAME		FERNANDEZ									
25. MOTHER'S MAIDEN NAME											
SURNAME		PALER									
FIRST NAME		ARSINIA									
MIDDLE NAME		MAROHOMSIAR									
(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		KILIM ELEMENTARY SCHOOL		PRIMARY EDUCATION		1978 1984		GRADUATED		1985	N/A
SECONDARY		FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC)		SECONDARY EDUCATION GRADUATE		1985 1989		GRADUATED		1989	N/A
VOCATIONAL / TRADE COURSE		HILONGOS NATIONAL VOCATIONAL SCHOOL		VOCATIONAL		1991 1993		GRADUATED		1993	N/A
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		January 1, 2023			



[illegible]

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	January 1, 2023
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[illegible]

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

[illegible]

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A		N/A		LSU, ADMINISTRATIVE PERSONNEL ASSOCIATION	

<b>SIGNATURE</b>		<b>DATE</b>	January 1, 2023
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January 1, 2023



<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 checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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><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>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>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>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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ENGR. MARIO LILIO P. VALENZONA</td> <td>VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE</td> <td>0917-6341514</td> </tr> <tr> <td>ENGR. MARLON G. BURLAS</td> <td>VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE</td> <td>0917-6341520</td> </tr> <tr> <td>ENGR. ROBERTO C. GUARTE</td> <td>VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE</td> <td>0917-3108078</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ENGR. MARIO LILIO P. VALENZONA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0917-6341514	ENGR. MARLON G. BURLAS	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0917-6341520	ENGR. ROBERTO C. GUARTE	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0917-3108078
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>VSU ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>V000896</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>02/20/2017 BAYBAY CITY, LEYTE</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	VSU ID	ID/License/Passport No.:	V000896	Date/Place of Issuance:	02/20/2017 BAYBAY CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)            January 1, 2023            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) January 1, 2023 Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this <u>29 DEC 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYSAW C. GUINOCOR</b>            VSU Chief Legal Officer            Person Administering Oath         </div>													



## 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 16, 2015 to Present
- Position: Plumbing Foreman
- Name of Office/Unit: Building and Housing Maintenance
- Immediate Supervisor: Mario Lilio Valenzona
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - a. Repair and maintenance of VSU Buildings
  - b. Construction of new Building
- Summary of Actual Duties
  - a. Supervise of workers site constructed area
  - b. To Assist the engineer to make plans
  - c. To Inspection of Building damaged

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Attachment to CS Form No. 212

  
**ARGIE P. SINGSON**

(Signature over Printed Name  
of Employee/Applicant)

Date: 1/31/24



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