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 ESPINOSA NAME EXTENSION (JR., SR) FIRST NAME GRACIANA MIDDLE NAME MANAGBANAG 3. DATE OF BIRTH 12/19/1960 16. CITIZENSHIP Dual Citizenship **✓** Filipino (mm/dd/yyyy) by birth by naturalization Pls. indicate country: 4 PLACE OF BIRTH Baybay, Leyte If holder of dual citizenship. please indicate the details. Male √ Female 1167 Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street Widowed Separated Baybay Barangay Patag Other/s: Subdivision/Village Barangay City Levte 7 HEIGHT (m) 149 m City/Municipality Province 53 kgs. 8 WEIGHT (kg) ZIP CODE 6521 18 PERMANENT ADDRESS 1167 "B" 9 BLOOD TYPE House/Block/Lot No Street Barangay Patag Baybay 10 GSIS ID NO B607KGMF013 Subdivision/Village Baranga City Leyte 11 PAG-IBIG ID NO 1700-0024-8986 Province City/Municipa 12 PHILHEALTH NO 13-000015374-6 ZIP CODE 6521 13. SSS NO. NONE 19. TELEPHONE NO. 563-1990 14. TIN NO. 116-625-355 09264410229 20 MOBILE NO 15. AGENCY EMPLOYEE NO. 20-063 21. E-MAIL ADDRESS (if any) gracianaesp1960@gmail.com 22. SPOUSE'S SURNAME ESPINOSA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) JASMIN MANAGBANAG ESPINOSA ORLANDO FIRST NAME 01/27/1994 KHRISTINE MAE MANAGBANAG ESPINOSA ALMERODA 5/5/1995 MIDDLE NAME N/A OCCUPATION **Government Employee** N/A N/A EMPLOYER/BUSINESS NAME Dept. of Agrarian Reform N/A N/A BUSINESS ADDRESS Baybay City, Leyte N/A WA TELEPHONE NO None N/A N/A MANAGRANAG 24 FATHER'S SURNAME 8/8/1933 NAME EXTENSION (JR., SR) NA FIRST NAME **ESMERALDO** N/A NA SANTILLAN N/A MIDDLE NAME N/A 25. MOTHER'S MAIDEN NAME NATIVIDAD TEJADA BRAGA 9/2/1935 N/A SURNAME MANAGBANAG N/A NATIVIDAD FIRST NAME N/A BRAGA MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE **ACADEMIC** LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED To From ELEMENTARY Baybay East Central School, Baybay, Leyte **Primary Education** 1966 1972 Graduated 1972 N/A Baybay High School, Baybay, Leyte SECONDARY High School N/A 1972 1976 Graduated 1976 Franciscan College of the Immaculate Conception. VOCATIONAL / Junior Secretarial Course 1976 1978 Graduated 1978 N/A Baybay, Leyte TRADE COURSE Franciscan College of the Immaculate Conception, COLLEGE BS in Commerce N/A Baybay, Leyte GRADUATE STUDIES N/A N/A N/A N/A N/A N/A

Mymour

SIGNATURE

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DATE

-	SERVICE ELIGIE			DATE OF				LICENSE (if an	onlicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE			RATING (If Applicable)	DATE OF EXAMINATION /					Date o
BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(ii r ippirodbie)	CONFERMENT	4811167131		NUMBER	Validity	
CAREER SERVICE ELIGIBILITY (Sub-Professional)			83.10%	2/18/1996	Tacloban City		N/A	N/A	
N/A			N/A	N/A	N/A			N/A	N/A
N/A			N/A	N/A	N/A			N/A	N/A
N/A			N/A	N/A	N/A			N/A	N/A
N/A			N/A	N/A	N/A			N/A	N/A
N/A N/A			N/A	N/A N/A		N/A		N/A	N/A
			N/A	N/A	N/A N/A			N/A	N/A
V WORK	EVACAMENAE		(Co	ntinue on separate sheet	if necessary)				
	EXPERIENCE ivate employment	. Start from your recent	work) Description	of duties should be	indicated in the attached	Work Exper	ience sheet.		
28. INC	CLUSIVE DATES (mm/dd/yyyy)	POSITION TI		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOVT
From	То	(Write in full/Do not a	abbreviate)	(Write in full/Do not abbreviate)		SALARY	applicable)& STEP (Format *00-0*)/ INCREMENT	APPOINTMENT	SERVIC (Y/N)
/1/2017	Present	Administrative	Aide VI	Visayas S	tate University	P13,851.00	06-1	Permanent	Y
2/1/2016	12/31/2016	Administrative	Aide VI	Visayas S	tate University	P13,378.00	06-1	Permanent	Υ
5/1/2016	11/30/2016	Administrative	Aide IV	Visayas S	tate University	P12,217.00	04-6	Permanent	Υ
/1/2016	5/31/2016	Administrative	Aide IV	Visayas State University		P12,103.00	04-5	Permanent	Υ
/1/2013	12/31/2015	Administrative	Aide IV	Visayas State University		P11,635.00	04-5	Permanent	Υ
/1/2012	5/31/2013	Administrative	Aide IV	Visayas State University		P11,519.00	04-4	Permanent	Υ
/1/2011	5/31/2012	Administrative	Aide IV	Visayas State University		P10,763.00	04-4	Permanent	Υ
/24/2010	5/31/2011	Administrative	Aide IV	Visayas State University		P10,008.00	04-4	Permanent	Y
1/2010	6/23/2010	Administrative Aide IV		Visayas State University		P9,252.00	04-4	Permanent	Y
/11/2009	5/31/2010	Administrative Aide IV		Visayas State University		P9,069.00	04-4	Permanent	Y
/1/2008	6/30/2009	Administrative Aide IV		Visayas State University		P8,290.00	04-3	Permanent	Y
/1/2007	6/30/2008	Administrative	Aide IV	Visayas State University		P7,536.00	04-3	Permanent	Υ
/1/2007	6/30/2007	Administrative	Aide IV	Visayas State University		P6,851.00	04-3	Permanent	Υ
2/1/2004	5/31/2007	Administrative Aide IV		Visayas State University		P6,684.00	04-3	Permanent	Υ
/1/2004	11/30/2004	Clerk II		Visayas State University		P6,684.00	04-2	Permanent	Υ
/1/2001	5/31/2004	Clerk II		Visayas State University		P6,522.00	04-2	Permanent	Y
/1/2001	6/30/2001	Clerk II		Visayas State University		P6,211.00	04-1	Permanent	Υ
/1/2001	-	Clerk I		Visayas State University		P5,894.00	03-2	Permanent	Υ
/1/2000	5/31/2001	Clerk I		Visayas State University		P5,751.00	03-1	Permanent	Y
/1/1998	12/31/1999	Clerk I		Visayas State University		P5,228.00	03-1	Permanent	Υ
/1/1994	5/31/1998	Clerk I				P5,228.00	03	Casual	Υ
/1/1989	12/31/1993	Clerk I	-4			P2,156.00	03	Casual	Υ
1/1987	12/31/1988	Clerk-Typi		Visayas State University		P839.30	N/A	Casual	Υ
1/1984	2/28/1987	Clerk Typi		Visayas State University		P539.00	N/A	Casual	Υ
16/1978	4/30/1984	Clerk-Typi	ət	Visayas State University		404.50	N/A	Casual	Υ
/A	4/30/19/9 N/A	N/A		Visayas State University  N/A		P231.00	N/A	Casual	Y
/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
		IUA	(Con	tinue on separate sheet if		N/A	N/A	N/A	N/A

9. NAME & ADDRESS OF ORGAI		INCLUSIVE DATES		405		
(Write in full)	25 17 1	From	d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK
A	N/A	N/A	N/A	N/A	NOT 1 10111	
A	N/A	N/A	N/A	N/A		
A	N/A	N/A	N/A	N/A		
'A	N/A	N/A	N/A	N/A		
/A		N/A	N/A	N/A	N/A	
/A		N/A	N/A	N/A	N/A	
WA.	N/A	N/A	N/A	N/A	- H	
		ontinue on separate		n	1	
III. LEARNING AND DEVELOPMENT (L&D) INT start from the most recent L&D/training program and include o				hief/Executive/Man	agerial positions)	
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)
SO 9001:2015 Enhancement Seminer-Workshop on Inte	rnal Quality Audit	3/2/2017	To 3/3/2017	16	Local	CCE Bldg., VSU
Workshop on Strategic Planning (under OVPAF)		2/15/2017	2/16/2017	16	Local	CCE Bidg., VSU
eminar-Workshop on 5S & Records Management		2/18/2017	N/A	8	Local	CCE Bldg., VSU
seminar on HIV in the Workplace		12/9/2016	N/A	4	Local	CCE Bidg., VSU
Seminar on Gender & Development Reorientation for Fro	9/16/2016	N/A	8	Local	ISRDS, Training Hall	
rlanning Workshop: On the Preparation and Processing of Doc	5/27/2015	N/A	8	Local	OVPAF Conference Room	
-day Writeshop on Individual Work Instruction in Preparation v	4/23/2015	4/24/2015	12	Local	VCO,Lahug, Cebu City	
Seminar-Workshop on Records Recovery and Disaster Prepare	4/23/2014	N/A	8	Local	National Archives of the Phils.	
Energy Efficiency and Conservation Seminar	3/13/2013	N/A	8	Local	Dept. of Energy, PEEP	
Briefing of Staff Involved in the conduct of Evaluation of Acade	1/14/2013	N/A	4	Local	VSU, Baybay City, Leyte	
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A	relape	N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A PTCH		N/A Continue on separa	N/A	N/A	N/A	N/A
VIII. OTHER INFORMATION	(	Continue on Separa	anser il necessi			
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DIS	TINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZ (Write in full)
Sewing, cooking, playing badminton			VA			Administrative Personnel Associati
N/A		V/A		N/A		
N/A		N/A		N/A		
N/A	N/A			N/A N/A N/A		
N/A	N/A					
N/A	N/A					
N/A	HUTON	1112 2 1	N/A	YTTA		N/A
	Sollypinous	(Continue on separa	ate sheet if neces:	sary)		May 3, 2017

34. Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has important or Department where you will be apppointed.	mediate supervision over you in the Office,		(	
a. within the third degree?		YES V	)	
b. within the fourth degree (for Local Government Un	☐ YES ☑ NC			
35. a. Have you ever been found guilty of any administra	a. Have you ever been found guilty of any administrative offense?			
b. Have you been criminally charged before any cour	☐ YES ☑ NO If YES, give details:     Date Filed:     Status of Case/s:			
36. Have you ever been convicted of any crime or violation any court or tribunal?	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			
37. Have you ever been separated from the service in ar retirement, dropped from the rolls, dismissal, termina (abolition) in the public or private sector?	YES V NO If YES, give details:			
38. a. Have you ever been a candidate in a national or lo Barangay election)?	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 d election to promote/actively campaign for a national of	If YES, give details:  YES If YES, give details:			
39. Have you acquired the status of an immigrant or per	lave you acquired the status of an immigrant or permanent resident of another country?			
a. Are you a member of any indigenous group?  b. Are you a person with disability?  c. Are you a solo parent?	If YES, please specify:  YES  If YES, please specify ID No	NO		
41. REFERENCES (Person not related by consanguinity or affinity to a	pplicant /appointee)			
NAME	ADDRESS	TEL. NO.		
Dr. Lourdes B. Cano	VSU, ViSCA, Baybay City, Leyte	N/A	6	
Ms. Teresita L. Quiñanola	VSU, VISCA, Baybay City, Leyte	N/A	( w)	
Ms. Asteria A. Sevilla	VSU, ViSCA, Baybay City, Leyte	N/A		
42. I declare under oath that I have personally accommon complete statement pursuant to the provisions of Philippines. I authorize the agency head/authorized ragree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations of the peresentative to verify/validate the contents state	Republic of the	GRACIANA M. ESPINOSA PHOTO	
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance				
Government Issued ID: University ID	Shugonora			
ID/License/Passport No.: V000202	x)			
Date/Place of Issuance: Jan. 2012/Visayas State University	<i>γ</i>	Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	MAY 0 5 2017 , affiant exhibiting	g his/her validly issued governm	ent ID as indicated above.	
	ATTY. RYSAN J. GUINOCO	R		
The state of the s	UNTIL DE Person Administering Oath			
	MCLE COMP. NO. V-OUT 17 - 12 POLL OF ATTORNEYS NO. 5746	119/16	CS FORM 212 (Revised 2017), Page 4 of	