

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	CORTEZ		
FIRST NAME	ARNIEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SALDAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/14/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	LIGAS, MALOLOS, BULACAN	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.71M	ZIP CODE	House/Block/Lot No. Street Brgy. Hilapnitan
8. WEIGHT (kg)	98 KGS.		Subdivision/Village Barangay Baybay City Leyte
9. BLOOD TYPE	Type O		City/Municipality Province 6521
10. GSIS ID NO.	NONE		
11. PAG-IBIG ID NO.	121050719213	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	19-050933456-1	ZIP CODE	House/Block/Lot No. Street Brgy. Hilapnitan
13. SSS NO.	33-6494758-6		Subdivision/Village Barangay Baybay City Leyte
14. TIN NO.	483-068-378		City/Municipality Province 6521
15. AGENCY EMPLOYEE NO.	NONE	19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09058946438
		21. E-MAIL ADDRESS (if any)	N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOT APPLICABLE	NAME EXTENSION (JR., SR)	RHENIE CORTEZ	4/19/2005
MIDDLE NAME				
OCCUPATION	NOT APPLICABLE			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS	NOT APPLICABLE			
TELEPHONE NO.				
24. FATHER'S SURNAME	CORTEZ			
FIRST NAME	NELSON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIM			
25. MOTHER'S MAIDEN NAME				
SURNAME	SALDAÑA			
FIRST NAME	AGRIPINA			
MIDDLE NAME	CAMUA			
(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	HILAPNITAN ELEM. SCHOOL	GRADE VI	1987	1993	GRADUATED	1993	NONE
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	Fourth Year	1993	1997	GRADUATED	1987	NONE
VOCATIONAL / TRADE COURSE	VISAYAS STATE COLLEGE OF AGRICULTURE	HOME ECONOMICS TECHNICIAN	1ST SEM ONLY	1997	NA	NA	NA
COLLEGE	NOT APPLICABLE						
GRADUATE STUDIES	NOT APPLICABLE						
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	3/20/2023		

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[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]

SIGNATURE		DATE	3/20/2023
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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&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

















(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)
Skilled Backhoe Operator	NOT APPLICABLE	NOT APPLICABLE
Skilled Welding		
Plumbing		
Carpentry		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	3/20/2023
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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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ENGR. NILO LEORNA</td><td>VSU, Baybay City, Leyte</td><td>9996915424</td></tr><tr><td>ENGR. MARLON G. BURLAS</td><td>VSU, Baybay City, Leyte</td><td>9176341527</td></tr><tr><td>MR. AMIEL ARMADA</td><td>VSU, Baybay City, Leyte</td><td>9154094809</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	ENGR. NILO LEORNA	VSU, Baybay City, Leyte	9996915424	ENGR. MARLON G. BURLAS	VSU, Baybay City, Leyte	9176341527	MR. AMIEL ARMADA	VSU, Baybay City, Leyte	9154094809
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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.														
<table><tr><td>Government Issued ID (i.e. passport, SRO, CGO, FRO, Driver's License, etc.) Date of Issuance: _____ PLEASE INDICATE ID Number and Government Issued ID: _____ TIN ID/License/Passport No.: _____ 483-068-378 Date/Place of Issuance: _____ 4/8/2016</td><td><table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>_____</td></tr><tr><td>Date Accomplished</td></tr><tr><td>_____</td></tr></table></td><td><table><tr><td></td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table></td></tr></table>		Government Issued ID (i.e. passport, SRO, CGO, FRO, Driver's License, etc.) Date of Issuance: _____ PLEASE INDICATE ID Number and Government Issued ID: _____ TIN ID/License/Passport No.: _____ 483-068-378 Date/Place of Issuance: _____ 4/8/2016	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>_____</td></tr><tr><td>Date Accomplished</td></tr><tr><td>_____</td></tr></table>		Signature (Sign inside the box)	_____	Date Accomplished	_____	<table><tr><td></td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark		
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Signature (Sign inside the box)														

Date Accomplished														

														
														
Right Thumbmark														
SUBSCRIBED AND SWORN to before me this 31 MAR 2023 Affiant exhibiting his/her validly issued government ID as indicated above. ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath														

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Sample: If Heavy Equipment Operator

- Duration: 3/17/22 – present
- Position: Heavy Equipment Operator II
- Name of Office/Unit: Motorpool VSU
- Immediate Supervisor: Engr. Marlon Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

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-

- Summary of Actual Duties

- Responsible for the operation and maintenance of farm tractor for land preparation and hauling services. Operates and maintains heavy equipment for site development and ground improvements. Operates/drives service vehicle within campus. Cleans/constructs/demolish exhibit booths. Assists in repair of farm tractors and heavy equipment.

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ARNIEL S. CORTEZ

(Signature over Printed Name
of Employee/Applicant)

Date: 3/21/2023