

# 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 box ( ) 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	VALENCERINA		
FIRST NAME	SUSAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MORENO		
3. DATE OF BIRTH (mm/dd/yyyy)	22/10/1961	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BRGY. GABAS, 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 type="checkbox"/> Male <input checked="" 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)	1.55m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	62kg.		ZONE-1 NAGA
9. BLOOD TYPE	A		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAG-IBIG ID NO.	121109601616	City/Municipality Province	6521
12. PHILHEALTH NO.	13-025010572-0	ZIP CODE	6521
13. SSS NO.	09-1110748-7	19. TELEPHONE NO.	N/A
14. TIN NO.	926-679-694	20. MOBILE NO.	09982525798
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	valencerina.susan@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENCERINA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDGAR	NAME EXTENSION (JR., SR)	EDMUND MORENO VALENCERINA	19/03/1988
MIDDLE NAME	SACUROM		LESTER MORENO VALENCERINA	14/05/1989
OCCUPATION	Brgy. Councilor			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MORENO			
FIRSTNAME	RAYMUNDO			
MIDDLE NAME	LORETO			
25. MOTHER'S MAIDEN NAME	ESCUADRA			
FIRSTNAME	SOLEDAD			
MIDDLE NAME	POLEA			

## 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 East Central School Baybay, Leyte	Elementary	1968	1974	N/A	1974	N/A
SECONDARY	Franciscan College of the Immaculate Conception, Baybay, Leyte	Secondary	1974	1978	N/A	1978	N/A
COLLEGE	Southwestern University, Cebu City	Bachelor of Science in Commerce Major in Accounting	1978	1982	N/A	1982	N/A
VOCATIONAL / TRADE COURSE	System Technology Institute Ormoc City	Basic Computer "Power Pack 1.7"	Oct.2001	Oct. 2001	N/A		

(Continue on separate sheet if necessary)

SIGNATURE

DATE

June 10, 2022



#### IV. CIVIL SERVICE ELIGIBILITY

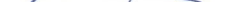
[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	<u>June 10, 2022</u>
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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)?

☐ 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:  
resignation

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	POSITION/ADDRESS	TEL. NO.
Ms. Louella C. Ampac	Director of Finance, VSU Baybay City	9175423297
Mr. Nick Freddy R. Bello	OIC, Accounting Office VSU, Baybay City	9292255015
Ms. Wilma V. Napiere	Administrative Assistant II Accounting Office, VSU, Baybay City	9359633220

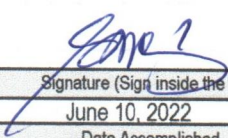
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number: Philhealth 13-025040572 0

Government Issued ID: Tax Identification Number

ID/License/Passport No.: 926-679-694


Date/Place of Issuance: June 10, 2002




Signature (Sign inside the box)

June 10, 2022

Date Accomplished

  
PHOTO

  
Right Thumbmark

SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN L. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath

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