

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 ( ) 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

SOPA

FIRST NAME

ERIC

NAME EXTENSION (JR., SR)

MIDDLE NAME

BANAYAG

3. DATE OF BIRTH  
(mm/dd/yyyy)

MAY 2, 1983

4. PLACE OF BIRTH

BRGY. SABANG

5. SEX

☒ Male☐ Female

6. CIVIL STATUS

☐ Single☒ Married☐ Widowed☐ Separated☐ Other/s:

7. HEIGHT (m)

5'7

8. WEIGHT (kg)

80

9. BLOOD TYPE

B

10. GSIS ID NO.

N/A

11. PAG-IBIG ID NO.

1212-0391-3179

12. PHILHEALTH NO.

13-050058634-7

13. SSS NO.

0619531009

14. TIN NO.

277-343-451

15. AGENCY EMPLOYEE NO.

N/A

16. CITIZENSHIP

☒ Filipino☐ Dual Citizenship

☐ by birth☐ by naturalization

Pls. indicate country:

If holder of dual citizenship, please indicate the details.

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

KABALASAN

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

ZIP CODE

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

KABALASAN

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

ZIP CODE

6521

19. TELEPHONE NO.

NONE

20. MOBILE NO.

09556243305

21. E-MAIL ADDRESS (if any)

NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

SOPA

FIRST NAME

IVY

NAME EXTENSION (JR., SR)

MIDDLE NAME

BATIGULAO

OCCUPATION

CASHIER

EMPLOYER/BUSINESS NAME

BRODETH MARKETING

BUSINESS ADDRESS

BAYBAY CITY

TELEPHONE NO.

9153079949

23. NAME of CHILDREN (Write full name and list all)

ERIC JHON SOPA

ERVYN SOPA

DATE OF BIRTH (mm/dd/yyyy)

08/05/2010

12/18/2017

24. FATHER'S SURNAME

SOPA

FIRST NAME

IRENEO

NAME EXTENSION (JR., SR)

MIDDLE NAME

DELAGANAR

25. MOTHER'S MAIDEN NAME

SOPA

NENITA

LLIANO

(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

BAYBAY SOUTH CENTRAL SCHOOL

PRIMARY

1991

1996

GRADUATED

1996

NO

SECONDARY

POMPONAN NATIONAL HIGH SCHOOL

SECONDARY

1997

2000

GRADUATED

2000

NO

VOCATIONAL /  
TRADE COURSE

ORMOC CITY TECHNOLOGICAL MAN POWER  
TRAINING & RESEARCH CENTER

BUILDING WIRING INSTALLATION

Jan. 2007

June.2007

GRADUATED

2007

NO

COLLEGE

N/A

GRADUATE STUDIES

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

2/28/22

CS FORM 212 (Revised 2017), Page 1 of 4



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/28/22
-----------	---	------	---------



## 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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


[illegible]

(Continue on separate sheet if necessary)

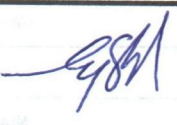
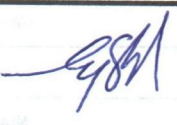
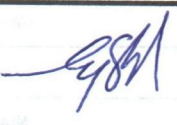






## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ELECTRICIAN	N/A	N/A
DRIVING		
BASKETBALL		
OPERATOR		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/28/22
-----------	---	------	---------



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 checked="" 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>CLAUDIO ABABAT Jr.</td><td>BRGY. SAN AGUSTIN</td><td>9268310890</td></tr><tr><td>GABRIEL ISRAEL Jr.</td><td>BRGY. HIBUNAWAN</td><td>9057723185</td></tr><tr><td>ENGR. MARLON G. BURLAS</td><td>ORMOC, CITY</td><td>9176341520</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	CLAUDIO ABABAT Jr.	BRGY. SAN AGUSTIN	9268310890	GABRIEL ISRAEL Jr.	BRGY. HIBUNAWAN	9057723185	ENGR. MARLON G. BURLAS	ORMOC, CITY	9176341520
NAME	ADDRESS	TEL. NO.											
CLAUDIO ABABAT Jr.	BRGY. SAN AGUSTIN	9268310890											
GABRIEL ISRAEL Jr.	BRGY. HIBUNAWAN	9057723185											
ENGR. MARLON G. BURLAS	ORMOC, CITY	9176341520											
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, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: LICENSE</td></tr><tr><td>ID/License/Passport No.: H12-08-000627</td></tr><tr><td>Date/Place of Issuance: BAYBAY</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: LICENSE	ID/License/Passport No.: H12-08-000627	Date/Place of Issuance: BAYBAY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>2-28-22</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	2-28-22	Date Accomplished				
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: LICENSE													
ID/License/Passport No.: H12-08-000627													
Date/Place of Issuance: BAYBAY													
													
Signature (Sign inside the box)													
2-28-22													
Date Accomplished													
	<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this 07 APR 2022, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. QUINOCO VSO CHIEF, CANTON</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. QUINOCO VSO CHIEF, CANTON	Person Administering Oath									
													
ATTY. RYSAN C. QUINOCO VSO CHIEF, CANTON													
Person Administering Oath													



### 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 1, 2016 - Present
- Position: Heavy Equipment Operator
- Name of Office/Unit: Power Plant and Electrical Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

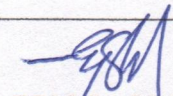
•

• Summary of Actual Duties

. Operate the Manlift Truck for hauling, lifting and hoisting electrical materials such as transformers, high-tension wires and electrical post.

. Maintains the manlift truck to ensure road worthiness and good running condition.

. Assist co-workers in trouble shooting and maintenance of electrical distribution lines and connections.



**ERIC B. SOPA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 2/28/22