

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

FIRST NAME

MIDDLE NAME

Saulan

Jose

Felicia

NAME EXTENSION (JR., SR)

N/A

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

06/28/1963

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

Philippines

4. PLACE OF BIRTH

Brgy. Antipolo, Naval, Biliran

If holder of dual citizenship,  
please indicate the details.

5. SEX

☒ Male

☐ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.00

8. WEIGHT (kg)

1.00

9. BLOOD TYPE

A-

10. GSIS ID NO.

N/A

11. PAG-IBIG ID NO.

170000261576

12. PHILHEALTH NO.

N/A

13. SSS NO.

0609956746

14. TIN NO.

162770518

15. AGENCY EMPLOYEE NO.

V00472

17. RESIDENTIAL ADDRESS

Sitio Ligaya

House/Block/Lot No.

Street

Candadam

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

ZIP CODE

6521

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

ZIP CODE

19. TELEPHONE NO.

(1

20. MOBILE NO.

1

21. E-MAIL ADDRESS (if any)

jose.saulan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

Saulan

Nenita

Goliat

Retired Government Employee

Not Applicable

NA

NA

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

DATE OF BIRTH (mm/dd/yyyy)

JOENATHAN G. SAULAN

03/30/1988

JONALYN G. SAULAN

12/01/1990

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

SAULAN

TEOFILO

SANGON

SABONG

SAULAN

FLAVIANA

FELICIA

(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

Antipolo Elementary School

Elementary

1969

1975

1975

N/A

SECONDARY

Naval Institute of Technology

High School

1980

1984

1984

N/A

VOCATIONAL/ TRADE COURSE

NMYC- Naval Leyte

Vocational Agriculture

6

1984

1984

N/A

COLLEGE

N/A

GRADUATE STUDIES

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

03/07/2023

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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
N/A	N/A	N/A	N/A	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2023		Administrative Aide I	Visayas State University	13,780.00	1-8	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,756.00	1-8	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	12,244.00	1-8	Permanent	Y
10/01/2019	12/31/2019	Administrative Aide I	Visayas State University	11,732.00	1-8	Permanent	Y
01/01/2019	09/30/2019	Administrative Aide I	Visayas State University	11,635.00	1-7	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide I	Visayas State University	11,076.00	1-7	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide I	Visayas State University	10,543.00	1-7	Permanent	Y
10/01/2016	12/31/2016	Administrative Aide I	Visayas State University	10,036.00	1-7	Permanent	Y
01/01/2016	09/30/2016	Administrative Aide I	Visayas State University	9,949.00	1-6	Permanent	Y
10/01/2013	12/31/2015	Administrative Aide I	Visayas State University	9,459.00	-	Permanent	Y
06/01/2012	09/30/2013	Administrative Aide I	Visayas State University	9,365.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	-	Permanent	Y
06/24/2010	09/30/2010	Administrative Aide I	Visayas State University	7,947.00	-	Permanent	Y
10/01/2009	05/31/2011	Administrative Aide I	Visayas State University	8,077.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide I		7,285.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide I		6,622.00	-	Permanent	Y
10/01/2007	06/30/2008	Administrative Aide I		6,020.00	-	Permanent	Y
07/01/2007	09/30/2007	Administrative Aide I		5,873.00	-	Permanent	Y
12/01/2004	06/30/2007	Administrative Aide I		5,339.00	-	Permanent	Y
10/01/2004	11/30/2004	Utility Worker I		5,339.00	-	Permanent	Y
10/01/2001	09/30/2004	Utility Worker I		5,209.00	-	Permanent	Y
07/01/2001	09/30/2001	Utility Worker I		5,082.00	-	Permanent	Y
01/01/2000	06/30/2001	Utility Worker I		4,840.00	-	Permanent	Y
10/01/1998	12/31/1999	Utility Worker I		4,400.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/07/2023
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## Attachment A.1

## 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 \_\_\_\_\_

03/07/2023

## 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

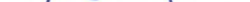
*(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)*

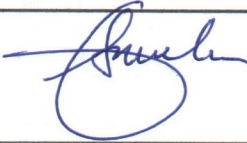
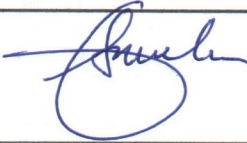
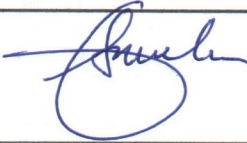

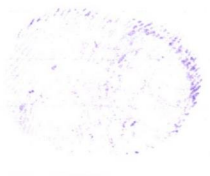

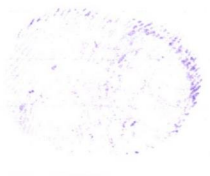

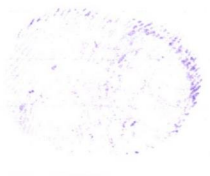
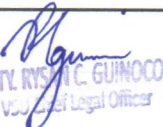
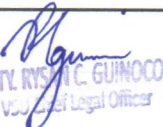
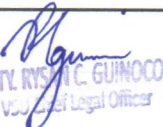
[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/07/2023
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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 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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.											
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: <b>PAGIBIG</b></td></tr><tr><td>ID/License/Passport No.: <b>170000261576</b></td></tr><tr><td>Date/Place of Issuance: <b>11/30/-0001 / Baybay City</b></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: <b>PAGIBIG</b>	ID/License/Passport No.: <b>170000261576</b>	Date/Place of Issuance: <b>11/30/-0001 / Baybay City</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>03/07/2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	03/07/2023	Date Accomplished				
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<b>JOSE SAULAN</b>													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>23 MAR 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA M.C. GUINOCOR Vice Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA M.C. GUINOCOR Vice Chief Legal Officer	Person Administering Oath									
													
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