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	MAZO		
FIRST NAME	CRISILDA	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	BORELA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/25/1993	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
4. PLACE OF BIRTH	BRGY. MARCOS, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A / N/A (House/Block/Lot No. / Street); N/A / MARCOS (Subdivision/Village / Barangay); BAYBAY / LEYTE (City/Municipality / Province)
7. HEIGHT (m)	1.53		
8. WEIGHT (kg)	47.4	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A / N/A (House/Block/Lot No. / Street); N/A / MARCOS (Subdivision/Village / Barangay); BAYBAY / LEYTE (City/Municipality / Province)
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1211-6586-3125		
12. PHILHEALTH NO.	13-250360835-2	ZIP CODE	6521
13. SSS NO.	34-5426505-8	19. TELEPHONE NO.	N/A
14. TIN NO.	331-505-950-000	20. MOBILE NO.	+639754902274
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	criz25.cb@gmail.com

II. FAMILY BACKGROUND

			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
22. SPOUSE'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MAZO		N/A	N/A
FIRST NAME	CRISANTO	SR.	N/A	N/A
MIDDLE NAME	ABABAT		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BORELA		N/A	N/A
FIRST NAME	MARINA		N/A	N/A
MIDDLE NAME	POLIDO		*(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 From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	MARCOS ELEMENTARY SCHOOL & SAN AGUSTIN ELEMENTARY SCHOOL	PRIMARY EDUCATION	6/5/1998 6/4/2001	3/20/2001 3/30/2005	N/A	2005	2ND HONORABLE
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	HIGH SCHOOL	05/06/2005	22/03/2009	N/A	2009	1ST HONORABLE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	07/06/2010	22/04/2015	N/A	2015	NONE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 30, 2020

IV. CIVIL SERVICE ELIGIBILITY

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	GOV'T SERVICE (Y/ N)
From	To						
01/03/2017	PRESENT	INSTRUCTOR	DEPARTMENT OF MATHEMATICS AND PHYSICS-VISAYAS STATE UNIVERSITY		N/A	SUBSTITUTE REGULAR	Y
06/09/2016	28/02/2017	INSTRUCTOR	DEPARTMENT OF MATHEMATICS AND PHYSICS-VISAYAS STATE UNIVERSITY	120 PHP/HR	N/A	PART-TIME	Y
01/04/2016	02/09/2016	CASHIER	GUD MOTO TRADING		N/A		N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 30, 2019

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&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)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
REGIONAL ENGINEERING STUDENT CONGRESS ON RENEWABLE ENERGY	03/15/2013	03/15/2013	4	TECHNICAL	COLLEGE OF ENGINEERING, VISAYAS STATE UNIVERSITY
INNOVATIVE TEACHING STRATEGIES	14/09/2017	15/09/2017			

(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)
Microsoft Office (MS Word, Excel, PPT)	N/A	N/A
Computer Skills (Internet, Email, Basic Programming)		
DIY Craft making		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 30, 2019

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 apppointed, 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?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ 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)?	☐ YES ☑ NO If YES, give details:
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:
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?	☐ YES ☑ NO If YES, please specify:
b. Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:
c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MR. MARK ARVIN CAPALLA	SALES COORDINATOR KAWASAKI (CEBU-MANDAUE)	
ENGR. ARTHUR IT. TAMBONG	DEPARTMENT OF AGRICULTURAL ENGINEERING, VISAYAS STATE UNIVERSITY	aitambong@yahoo.com
ESPINA, CLIMACO D. JR.	DEPARTMENT OF MATH AND PHYSICS, VISAYAS STATE UNIVERSITY	dinah_espina@yahoo.com

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 and Date of Issuance*	
Government Issued ID:	PHILHEALTH ID
ID/License/Passport No.:	13-250360835-2
Date/Place of Issuance:	MAY 2016/DUMAGUETE CITY

Signature (Sign inside the box)

January 30, 2019
Date Accomplished


Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 01 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

Attachment to CS Form No. 212

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: August 2016 – Present
- Position: Substitute Instructor I
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Climaco D. Espina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte

  - List of Accomplishments and Contributions (if any)

  - Summary of Actual Duties

    - Teaches assigned subjects and performs other teaching related functions, among others, the following:
      a. Prepares and revises teaching materials/guides and submit to department head.
      b. Prepares and gives examinations (mid/final/long/quizzes).
      c. Checks test papers and returns to students one week after examination.
      d. Submits grade sheets within prescribed period to the Registrar through the department.
      e. Turns over class records to College Dean within two weeks after final examination.
      f. Makes herself available for consultation by his/her students during scheduled consultation hours.
      g. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.

CRISILDA B. MAZO
(Signature over Printed Name of Employment/Applicant)

Date: January 30, 2019

Attachment to CS Form No. 212

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