

WARNING: Any misinterpretation 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	ALCOBER		
FIRST NAME	LUVILLA	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	GARCIA		
3. DATE OF BIRTH (mm/dd/yyyy)	3/13/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	DUPLEX B-1 House/Block/Lot No. Street VSU CAMPUS, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.524	ZIP CODE	6521
8. WEIGHT (kg)	56		
9. BLOOD TYPE	"AB+"	18. PERMANENT ADDRESS	DUPLEX B-1 House/Block/Lot No. Street VSU CAMPUS, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	LP81031300142	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0028-7775		
12. PHILHEALTH NO.	13-000059529-3		
13. SSS NO.	06-2360449-8	19. TELEPHONE NO.	None
14. TIN NO.	933-252-749-000	20. MOBILE NO.	09183825264
15. AGENCY EMPLOYEE NO.	OSEC-DAB-ADOF1-73 / VO1148 JV	21. E-MAIL ADDRESS (if any)	hrdcortc8@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	ALCOBER		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ED ALLAN	NAME EXTENSION (JR., SR) N/A	LANCE G. ALCOBER	12/4/2007
MIDDLE NAME	LLANO		ALEIAJ G. ALCOBER	10/2/2009
OCCUPATION	TEACHING		ADRIELLE G. ALCOBER	12/8/2012
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	GARCIA			
FIRST NAME	NEREO	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	LOTIANES			
25. MOTHER'S MAIDEN NAME				
SURNAME	MINES			
FIRST NAME	LEONIDA			
MIDDLE NAME	BERTOMEN			

(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	TAMPAKAN CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1989	1994	GRADUATED	1994	NONE
SECONDARY	TAMPAKAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	1994	1998	GRADUATED	1998	NONE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS STATISTICS	1998	2003	GRADUATED	2003	NONE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTERS IN MANAGEMENT	Jun-06	Oct-06	9 UNITS EARNED	N/A	NONE

(Continue on separate sheet if necessary)

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IV. CIVIL SERVICE ELIGIBILITY									
27		CAREER SERVICE RA 1080 (BOARD/ BAR) U SPECIAL LAWS/ CES/ CSEE BAPANGAY ELIGIBILITY / DRIVERS LICENSE		(If Applicable) RATING	DATE OF EXAMINATION / CONFIRMENT	PLACE OF EXAMINATION / CONFIRMENT	LICENSE (if applicable) NUMBER Date of Validity	Career Service Professional Examination	
				81.48%	4/6/2014	Leyte National High School, Tacloban City,	01-029373	5/19/2014	
				88.73%	5/23/2003	Civil Service Commission Regional Office No. XI, Davao City	13-125349	5/23/2003	
(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)		From	To	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY (Formal Job Pay Grade & Step Increment)	STATUS OF APPOINTMENT (Y/N)
01/01/2019		Present		Administrative Officer I (HRMO & DCO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	19,394.00	Sal. Adj.	Permanent
10/16/2018		12/31/2018		Administrative Officer I (HRMO & DCO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	18,883.00	2nd Step	Permanent
01/01/2018		10/15/2018		Administrative Officer I (HRMO & DCO Designate)		Institute Regional Training Center VIII	18,718.00	Sal. Adj.	Permanent
01/01/2017		12/31/2017		Administrative Officer I (HRMO & DCO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	18,217.00	Sal. Adj.	Permanent
01/01/2016		12/31/2016		Administrative Officer I (HRMO & DCO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	17,730.00	Sal. Adj.	Permanent
10/16/2015		12/31/2015		Administrative Officer I (HRMO & DCO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	17,255.00	10-0	Permanent
09/01/2015		10/15/2015		Administrative Aide (HRMO & DCO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	7,500.00		Job Order
05/04/2015		08/31/2015		Planning Assistant/HRMO Designate		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	13,833.00		Job Order
10/22/2014		05/03/2015		Administrative Aide (HRMO Designate)		Department of Agriculture-Agricultural Training Institute Regional Training Center VIII	6,000.00		Job Order
07/21/2014		10/17/2014		Administrative Aide		Department of Geodetic Engineering, Visayas State University	6,000.00		Job Order
05/17/2004		09/30/2008		Administrative Aide III		State University	332.00/day (basic)		Casual
12/22/2003		05/15/2004		Branch Secretary		Motorcade Nationwide Corporation, Ormoc City Branch			Probationary
10/03/2003		12/19/2003		Encoder		Department of Family & Consumer Sciences Cate, VSU			Contractual
09/13/2003		09/22/2003		Enumerator		ACIAR Project, Department of Animal Science, VSU			Contractual
(Continue on separate sheet if necessary)									
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
None					

(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)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	MS Access for Records Management	4-Mar-19	6-Mar-19	24	Technical	ATI-Regional Training Center VIII
	Basic Frontline Services	25-Jan-19	25-Jan-19	8	Technical	ATI-Regional Training Center VIII
	Mini-Writeshop Activity and Re-echo on Photography	12-Dec-18	12-Dec-18	8	Technical	ATI-Regional Training Center VIII
	Document Control Custodian Skills Enhancement Training Workshop	28-Nov-18	29-Nov-18	16	Technical	ATI Central Office
	Seminar-Workshop on the Omnibus Rules on Appointments and other Human Resource Actions (ORA OHRA)	14-Nov-18	15-Nov-18	16	Technical	Civil Service Commission
	Values Restoration Officer Capacity Building IV	24-Oct-18	26-Oct-18	32	Technical	Council for Restoration of Filipino Values and Civil
	Training on Risk Assessment and Action Planning	8-Oct-18	10-Oct-18	24	Technical	ATI-Regional Training Center VIII
	Earthquake and Fire Drill	4-May-18	4-May-18	8	Technical	ATI-Regional Training Center VIII
	2018 Visayas-Wide Convergence of Human Resource Management Practitioners	22-Mar-18	23-Mar-18	16	Leadership	Civil Service Commission
	Training on Problem Solving and Decision Making	7-Nov-17	8-Nov-17	16	Technical	ATI-Regional Training Center VIII
	Values Restoration Program/Good Manners and Right Conduct (GMRC) Grand Launching and VRO's Capacity Building III	24-Oct-17	27-Oct-17	32	Technical	Council for Restoration of Filipino Values and Civil Service Commission
	Seminar on Work Ethics and Values Reformation	19-Sep-17	20-Sep-17	16	Technical	ATI-Regional Training Center VIII
	Training on First Aid	10-Apr-17	12-Apr-17	24	Technical	ATI-Regional Training Center VIII & BFP Baybay C
	Eastern Visayas Regional Congress of HR Management Practitioners	4-Apr-17	5-Apr-17	16	Technical	Civil Service Commission
	Training on Project Proposal Development	27-Feb-17	28-Feb-17	16	Technical	ATI-Regional Training Center VIII
	Training Workshop on ISO's 5S Good Housekeeping	7-Feb-17	8-Feb-17	16	Technical	ATI-Central Office
	Training on Resource Person Development Program	12-Jan-17	13-Jan-17	16	Technical	ATI-Regional Training Center VIII
	Seminar on Frontline Services	11-Jan-17	11-Jan-17	8	Technical	ATI-Regional Training Center VIII
	9001:2015 Documented Information Training	24-Nov-16	25-Nov-16	16	Technical	ATI- Central Office
	Records Disposition Administration Training	21-Nov-16	22-Nov-16	16	Technical	National Archives of the Philippines & ATI- Central Office
	Comprehensive ISO 9001:2015 with Risk-based Approach	15-Nov-16	16-Nov-16	16	Technical	TUV Nord Philippines Inc.
	Values Restoration Program on Organic-VRO Trainer Excellence Workshop	18-Oct-16	21-Oct-16	32	Technical	Civil Service Commission & CRFV
	Seminar on General Understanding of the Government Procurement System	28-Sep-16	28-Sep-16	8	Technical	ATI-Regional Training Center VIII
	Workshop on Streaming Conformities: Root Cause Analysis, Corrective/Preventive Action Identification	5-Sep-16	6-Sep-16	16	Technical	ATI-Regional Training Center VIII
	Workshop on Calibration of Performance Evaluation (COPE)	19-May-16	20-May-16	16	Technical	Civil Service Commission
	Training Management (TM1-eLearning)	23-Mar-16	23-Mar-16	8	Technical	ATI-Regional Training Center VIII
	Training on Personality Development and Social Graces	12-Feb-16	12-Feb-16	8	Technical	ATI-Regional Training Center VIII
	Training on Productivity and Innovation Management Programme for DA Philippines	18-Jan-16	22-Jan-16	40	Technical	Nanyang Polytechnic, Inc, Singapore
	Public Service Induction Seminar	23-Nov-15	24-Nov-15	16	Technical	ATI- Central Office
	Disaster Preparedness Drills and Managemement	13-Oct-15	13-Oct-15	8	Technical	ATI-Regional Training Center VIII
	HIV in the Workplace	5-Oct-15	5-Oct-15	8	Technical	ATI-Regional Training Center VIII
	Training Course on 5S Good Housekeeping and Documents and Records Management	20-Jan-15	22-Jan-15	24	Technical	ATI- Central Office
	Orientation Seminar on Strategic Performance Management System	9-Jan-15	9-Jan-15	8	Technical	ATI-Regional Training Center VIII

(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)
	Proficient in Microsoft Word, Excel and PowerPoint, Publisher and Windows Live Movie Maker	None			KABALIKAT CIVICOM 938 Chapter
	Speaks english, tagalog, waray, ilongo, and cebuano.				Council of Personnel Officer in Western Leyte
	Plays badminton and tabletennis; Loves baking, cooking and dancing.				Council for the Restoration of Filipino Values

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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 in public sector due to personal reason.

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	ADDRESS	TEL. NO.
Dr. Vilma M. Patindol	ATI-RTC8	053-563-7635
Ms. Hazel Grace T. Taganas	ATI-RTC8	053-563-7635
Ms. Annabelle M. Garciano	ATI-RTC8	053-563-7635

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.

PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	OFFICE ID
ID/License/Passport No.:	OSEC-DAB-ADOF1-73
Date/Place of Issuance:	OCTOBER 16, 2015 / ATI-RTC 8

Signature (Sign inside the box)

5/6/2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this 8th day of May 2019, affiant exhibiting his/her validly issued government ID as indicated above.

GREGORIO M. NUÑEZ

Person Administering Oath

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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

- Duration: **October 16, 2015 – present**
- Position: **Administrative Officer I**
- Name of Office/Unit: **Administrative and Finance Services Unit**
- Immediate Supervisor: **Ms. Annabelle M. Garciano**
- Name of Agency/Organization and Location: **Agricultural Training Institute – Regional Training Center VIII, VSU Campus, Visca, Baybay City, Leyte**

- List of Accomplishments and Contributions (if any)
  - Contributed in the development of Human Resource Management Plan of the Center
  - Implemented the Human Resource Development Plan of the Center
  - Spearheaded in the preparation for PRIME-HRM accreditation of the Center
  - Spearheaded in the documents and records control activities of the Center
- Summary of Actual Duties
  - As HR Designate, the undersigned facilitates the recruitment and selection process of the Center. Plans and implements in-house/staff development activities of the Center. Responsible in maintaining the 201 files of personnel. Provides assistance in the programs and activities of Administrative and Finance Services Unit. Performs other HR related functions.
  - As Document Control Officer Designate, the undersigned is responsible for the documents and records control processes of the Center and performs other SDCO related functions.

- Duration: **October 22, 2014 – October 15, 2015**
- Position: **Administrative Aide I**
- Name of Office/Unit: **Administrative and Finance Services Unit**
- Immediate Supervisor: **Mr. Gregorio M. Nuñez**
- Name of Agency/Organization and Location: **Agricultural Training Institute – Regional Training Center VIII, VSU Campus, Visca, Baybay City, Leyte**

- List of Accomplishments and Contributions (if any)
  - Implemented the Human Resource Development Plan of the Center
  - Spearheaded the documents and records control of the Center
- Summary of Actual Duties
  - As HR Designate, the undersigned facilitates the recruitment and selection process of the Center. Plans and implements in-house/staff development activities of the Center. Responsible in maintaining the 201 files of personnel. Provides assistance in the programs and activities of Administrative and Finance Services Unit. Performs other HR related functions.
  - As Document Control Officer Designate, the undersigned is responsible for the documents and records control processes of the Center and performs other SDCO related functions.

  
**LUVILLA G. ALCOBER**

(Signature over Printed Name  
of Employee/Applicant)

Date: 5-6-19