

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	M A N A G B A N A G		
FIRST NAME	A R A C E L I	NAME EXTENSION (JR., SR)	
MIDDLE NAME	M A R T I N E Z		
3. DATE OF BIRTH (mm/dd/yyyy)	5/23/1957	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, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A Jose Abad Santos Street House/Block/Lot No. Street N/A Brgy Paterno Tan (Zone 6) Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.81 cm	ZIP CODE	6521
8. WEIGHT (kg)	58 kgs.		
9. BLOOD TYPE	"A"	18. PERMANENT ADDRESS	N/A Jose Abad Santos Street House/Block/Lot No. Street N/A Brgy Paterno Tan (Zone 6) Subdivision/Village Barangay Baybay, City Leyte City/Municipality Province
10. GSIS ID NO.	006-0086-5905-9	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0026-9467		
12. PHILHEALTH NO.	13-0000-15575-7		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116-625-322	20. MOBILE NO.	09305739938
15. AGENCY EMPLOYEE NO.	V-000629	21. E-MAIL ADDRESS (if any)	araceli.managbanag@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MANAGBANAG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	TEODULO	NAME EXTENSION (JR., SR)	MARIEL M. ENOROBA	07/14/1984
MIDDLE NAME	BRAGA		MANUEL M. MANAGBANAG	12/11/1987
OCCUPATION	N/A		MICHAEL M. MANAGBANAG	09/20/1991
EMPLOYER/BUSINESS NAME	N/A		MELVIN M. MANAGBANAG	12/22/1992
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MARTINEZ		N/A	N/A
FIRST NAME	PASTOR (deceased)	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	BALBARINO		N/A	N/A
25. MOTHER'S MAIDEN NAME	MUÑEZ		N/A	N/A
SURNAME	MARTINEZ		N/A	N/A
FIRST NAME	TECLA		N/A	N/A
MIDDLE NAME	ESPERANZA		(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	Pomponan Elementary School	Primary Education	1964	1971	N/A	1971	N/A
SECONDARY	Baybay High School	High School	1971	1975	N/A	1975	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan College of the Immaculate Conception	Junior Secretarial Course	1977	1979	79 units	1979	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 20, 2019	CS FORM 212 (Revised 2017) Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY					
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S ICENSE	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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2018	Present	Administrative Aide III	Visayas State University	541.54	SG-3	Casual	Yes
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	517.59	SG-3	Casual	Yes
01/01/2016	12/31/2016	Administrative Aide III	Visayas State University	494.68	SG-4	Casual	Yes
01/01/2014	12/31/2015	Administrative Aide III	Visayas State University	472.77	SG-3	Casual	Yes
07/01/2013	12/31/2013	Administrative Aide III	Visayas State University	437.64	SG-3	Casual	Yes
01/01/2011	6/30/2013	Administrative Aide III	Visayas State University	402.45	SG-3	Casual	Yes
01/01/2010	12/31/2010	Administrative Aide III	Visayas State University	367.27	SG-3	Casual	Yes
07/01/2008	12/31/2009	Administrative Aide III	Visayas State University	332.14	SG-3	Casual	Yes
07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	301.95	SG-3	Casual	Yes
01/01/2005	06/30/2007	Administrative Aide III	Leyte State University	274.50	SG-3	Casual	Yes
01/01/2002	12/31/2004	Clerk I	Leyte State University	274.50	N/A	Casual	Yes
07/01/2001	12/31/2001	Clerk I	Visayas State College of Agriculture	274.50	N/A	Casual	Yes
01/01/2000	06/30/2001	Clerk I	Visayas State College of Agriculture	261.41	N/A	Casual	Yes
01/01/1997	12/31/1999	Clerk I	Visayas State College of Agriculture	237.64	N/A	Casual	Yes
01/01/1996	12/31/1997	Clerk I	Visayas State College of Agriculture	225.27	N/A	Casual	Yes
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	179.82	N/A	Casual	Yes
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	134.36	N/A	Casual	Yes
07/01/1989	12/31/1993	Clerk I	Visayas State College of Agriculture	98.00	N/A	Casual	Yes
12/14/1987	06/30/1989	Clerk	Visayas State College of Agriculture	34.50	N/A	Casual	Yes
03/01/1987	12/13/1987	Clerk	Visayas State College of Agriculture	24.50	N/A	Casual	Yes
07/01/1986	02/28/1987	Clerk	Visayas State College of Agriculture	21.30	N/A	Casual	Yes
01/01/1985	06/30/1986	Clerk	Visayas State College of Agriculture	19.35	N/A	Casual	Yes
07/01/1983	12/31/1984	Clerk	Visayas State College of Agriculture	17.60	N/A	Casual	Yes
07/06/1981	06/30/1983	Clerk	Visayas State College of Agriculture	16.00	N/A	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 20, 2019	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. 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)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	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)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation on the PRIME-HRM of the Civil Service Commission	08/14/2018	N/A	8	Technical	Visayas State University
	HIV Seminar in the Workplace	12/9/2016	N/A	4	Technical	Visayas State University
	Reorientation of Department Office Secretaries	11/15/2016	N/A	3	Technical	Visayas State University
	Workshop to Review and Improve Citizens' Charter	9/1/2016	N/A	8	Technical	Visayas State University
	Reorientation Workshop Among Frontliners on Good Customer Service, Work Values & Anti-Red Tape Law	9/10/2014	N/A	8	Technical	Visayas State University
	Conduct of Evaluation of Academic Staff by the Students	1/14/2013	N/A	8	Technical	Visayas State University
	Anti-Red Tape Law & CSC Policy on Cash Advances	9/24/2012	N/A	8	Technical	Visayas State University
	Seminar on Lean Management	9/22/2011	N/A	3	Technical	Visayas State University
	Seminar on Personality Development for Administrative Personnel	9/20/2011	N/A	8	Technical	Civil Service Commission, R-8 & Visayas State University
	Reorientation Seminar of Frontliners	7/7/2011	N/A	8	Technical	Visayas State University

(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)
	N/A		Visayas State University Loyalty Awards (30 years)		Visayas State University Credit
			Visayas State University Loyalty Awards (35 years)		Cooperative (VSUCC)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 20, 2019	CS FORM 212 (Revised 2017), Page 3 of 4
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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: _____

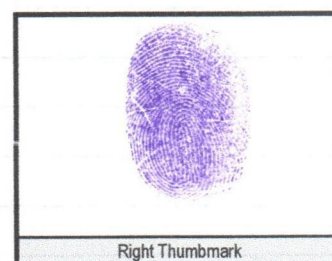
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Aleli A. Villocino	VSU, Visca, Baybay City, Leyte	563-1344
Prof. Mary Jean M. Sapan	VSU, Visca, Baybay City, Leyte	9423679323
42. I declare under oath that I have personally accomplished 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.		

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

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:	School ID (VSU)
ID/License/Passport No.:	N/A
Date/Place of Issuance:	Visca, Baybay City, Leyte

Signature (Sign inside the box)
May 20, 2019
Date Accomplished

SUBSCRIBED AND SWORN to before me this 04 JUN 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOP
VSU LEGAL OFFICER

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: July 6, 1981 – present
- Position: Administrative Aide III
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Prof. Mary Jean M. Sapan
- Name of Agency/Organization and Location: College of Education, Visayas State University
- List of Accomplishments and Contributions (if any)
 - Prepares necessary documents for renewal of appointment/hiring of IHK faculty and staff, VSU varsity coaches and assistant coaches
 - Prepares documents for the different activities/programs conducted by the Institute
 - Assists in materializing budget proposals for IHK's program of activities spearheaded by the Institute of Human Kinetics.
- Summary of Actual Duties
 - Responsible in performing administrative tasks e.g., types communications; prepares/types monthly tennis income reports and other government office forms for requests/claims/payments/replenishment reports
 - Prepares recommendations for renewal of appointments/hiring of new faculty and its supporting documents
 - Assist in making/finalizing budget proposals of the different activities conducted/managed by the institute
 - Responds to queries and performs other related functions.



ARACELI M. MANAGBANAG

(Signature over Printed Name
of Employee/Applicant)

Date: May 17, 2019