

PERSONAL DATA SHEET

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	LORETO		
FIRST NAME	GINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ARCIGA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/30/1967	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	Malinao, Albay	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	20 Jose P. Laurel Street House/Block/Lot No. Street Regino Palermo Sr., Zone-5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.62	ZIP CODE	18. PERMANENT ADDRESS
8. WEIGHT (kg)	54.43		
9. BLOOD TYPE	"O"	ZIP CODE	20 Jose P. Laurel Street House/Block/Lot No. Street Regino Palermo Sr., Zone-5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.			
11. PAG-IBIG ID NO.	1210-52160263	ZIP CODE	20 Jose P. Laurel Street House/Block/Lot No. Street Regino Palermo Sr., Zone-5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
12. PHILHEALTH NO.	13-025059592-2		
13. SSS NO.	33-0702713-6	19. TELEPHONE NO.	None
14. TIN NO.	129-063-216	20. MOBILE NO.	0936-545-9037
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	ginaloreto67@yahoo.com.ph.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LORETO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELBIN	NAME EXTENSION (JR., SR)	LEIGH JEANNE A. LORETO	07/03/1999
MIDDLE NAME	SUAN		LEANNE MARIE A. LORETO	03/13/2001
OCCUPATION	Private Architect/Master Plumber		LEJOHN OWEN A. LORETO	10/27/2005
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	0936-3360603			
24. FATHER'S SURNAME	ARCIGA			
FIRST NAME	MATIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAÑA			
25. MOTHER'S MAIDEN NAME	BOTON			
SURNAME	FELICITACION			
FIRST NAME	CARISO			
MIDDLE NAME				

(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	BARANGKA ELEMENTARY SCHOOL	PRIMARY	1975	1981	Graduted	1981	
SECONDARY	QUIRINO HIGH SCHOOL	SECONDARY	1981	1985	Graduted	1985	
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION (PSBA)	BSBA-Accounting	1985	1989	Graduted	1989	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/20/2019	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / N 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		
	General Parents -Teachers & Community Association - Baybay 1 Central School	07/01/2010	06/30/2012		President
	Barangay Treasurer Association - Baybay City Chapter	12/01/2012	11/30/2013		President

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

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(Continue on separate sheet if necessary)

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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:

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.
Engr. Mario Lilio P. Valenzona	VSU-General Services Division	0917-6341514
Engr. Marlon G. Burlas	VSU-General Services Division	0917-6341520
Mrs. Erlinda S. Esguerra	VSU-Accounting Division	0917-6341538

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.

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GINA A. LORETO

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.: 13-025059592-2

Date/Place of Issuance:

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Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 27 2019, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]
ATTY. RYAN C. GUINOCOR
VSU LEGAL OFFICER
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: August 6, 2018 – present
 - Position: Admin Aide III
 - Name of Office/Unit: Visayas State University
 - Immediate Supervisor: Erlinda S. Esguerra
 - Name of Agency/Organization and Location: Accounting Division
 - Summary of Actual Duties
 - Preparation of monthly electric bills, IGP report
 - Attend visitors, job requests, housing reimbursement and other clerical works.
 - And performs other related functions.
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- Duration: May 9, 2014 – August 3, 2018
 - Position: Admin Aide III
 - Name of Office/Unit: Visayas State University
 - Immediate Supervisor: Engr. Mario Lilio P. Valenzona
 - Name of Agency/Organization and Location: General Services Division
 - Summary of Actual Duties
 - Prepares journal entries/voucher, obligates, liquidates for 101 Trust projects
 - Prepares quarterly, semi-annual/terminal Financial Reports on each projects.
 - And performs other related functions.
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- Duration: March 16, 19999 – June 30, 2000
 - Position: Property Accountant
 - Name of Office/Unit: CB Richard Ellis Philippines (CBRE)
 - Immediate Supervisor: Ms. Marilen Pugeda
 - Name of Agency/Organization and Location: The Taipan Place Condominium
 - Summary of Actual Duties
 - Responsible for recording, processing, collecting dues of the tenants.
 - Prepare financial reports to the Board and the Developer of the condominium.
 - And performs other related functions.


GINA A. LORETO

(Signature over Printed Name
of Employee/Applicant)

Date: 02/20/2019