PERSONAL DATA SHEET



	ILLING OUT THE PERSONAL DATA SHEET (PDS) BI s () and use separate sheet if necessary. Indic			ATE.	1. CS ID No.	anotized a Gel Gra	(Do not fill up. F	or CSC use only)	
2. SURNAME									
	Cayone NAME EXTENSION (JR., SR)								
FIRST NAME	Kybee			1			N/A	18	
MIDDLE NAME 3. DATE OF BIRTH	Managbanag								
(mm/dd/yyyy)	08/15/1997	16. CITIZENSHIP		✓ Filipi		Filipino Dual Citizenship		by naturalization	
4. PLACE OF BIRTH	Cebu City	If holder of dual citiz				Pls. indicate of	te country:		
5. SEX	☐ Male		Philippines				A.Taverra St.		
6. CIVIL STATUS	✓ Single Married Widowed Separated	17. RESIDENTIAL ADDRESS	House/Block/Lot No.		No. of Section 1 to 18 cm as	A. I averra St.			
	Other/s:						Zone 15	The state of the s	
7. HEIGHT (m)	1.52 YARMOO SE	THO COMPAND MANY AND THE	Subdivision/Village Baybay City			Barangay Leyte			
1977 positrinos 1-	Security (Security)	de un attitat ni smith	City/Municipality		ght to	Province			
8. WEIGHT (kg)	55.00	ZIP CODE 18. PERMANENT ADDRESS					A Tevers St		
9. BLOOD TYPE	C3.090 O+	10. PERMANENT ADDICESS	Но	use/Block/Lot N	o		A.Taverra St. Street		
10. GSIS ID NO.	99.638 N/A	a a Customs Stox	90	ubdivision/Villa	O ni fivoirili	1	Zone 15		
11. PAG-IBIG ID NO.	121233287724		F	Baybay City		Barangay Leyte			
40 DUULIEALTILMO		7/10 00005	6521	City/Municipality	У		Province		
12. PHILHEALTH NO.	120257526378	ZIP CODE							
13. SSS NO.	N/A	19. TELEPHONE NO.		NA					
14. TIN NO.	350299065	20. MOBILE NO.		969-070-7455					
15. AGENCY EMPLOYEE NO.	VJO01238	21. E-MAIL ADDRESS (if any)			kybee.cay	one@vsu.edu	.ph		
II. FAMILY BACKGROUND									
22. SPOUSEYS SURNAME	N/A ·		23. NAME of CI	3. NAME of CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	Kyeff Leigh C. Flores			03/01/2019			
MIDDLE NAME	N/A	•							
OCCUPATION	N/A								
EMPLOYER/BUSINESS NAME	N/A					1			
BUSINESS ADDRESS	N/A								
TELEPHONE NO.	N/A								
24. FATHER\'S SURNAME	Cayone				Sept				
FIRST NAME	Robert	NAME EXTENSION (JR., SR)							
MIDDLE NAME	Abinion								
25. MOTHERY'S MAIDEN NAME	Myra Cristina Managi	banag							
SURNAME	Managbanag								
FIRST NAME	Myra Cristina								
MIDDLE NAME	Mellejor				(Continue on separate sheet if necessary)				
III. EDUCATIONAL BACKG									
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGI (Write in full)		PERIOD OF A	TO	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	Baybay II Central School	Elementary		2004	2010	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2010	N/A	
SECONDARY	Franciscan College of Immaculate Conception	High School		2010	2014		2014	N/A	
VOCATIONAL/ TRADE COURSE	N/A								
COLLEGE	University of Cebu - Main Campus	Bachelor of Science in Custom	s Administration	2014	2018		2018	N/A	
GRADUATE STUDIES	N/A								
OLONA TUGE		(Continue on separate sheet if ne	cessary)		TE		05/20/2005	1019	
SIGNATURE	BY AC			UA	TE	Proposition !	05/20/2025	SIGN	

. CARE	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE (#A A TING (#A A TING)			DATE OF EXAMINATION / PLACE OF EXAMINATION / O			MENT	LICENSE (if applicable)	
ВА		TY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMI			NUMBER	Date of Validit
0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0 (0	Career Service Su	ıb-Professional	80.04	03/03/2024	New Ormoc City National High School		N/A	N/A	
Antonicae of Hucco		in the endager of the territory of the second section of the section of the second section of the section of the second section of the				Charte a name and was	Cayore	our commone com	SURV
	740 XII XII	WAST EXTENS				ran	- Nybee	DMAI BMAR	H88H M20M
March 201 10 10 10 10 10 10 10 10 10 10 10 10 1	grist	apply I reform	And received the section of the	Section 2018 B. Commission of the section of	152 0.21	08.15/13	and the second residence the second of	tan interview i dan interview da de la companya de	2007/F(1)
	Admuos ets	octor (a ^{lg}		diduntation to the lability of		Cepu Olt		F. 419 4	30/19
		25	m _a li-ro	presm maxalmiss details	slagge (Vi)		I Male		KSS
	EXPERIENC			(Continue on separate she	A SPACE TO		anti Sil	nae.	STR MARI
INCLU	ISIVE DATES m/dd/yyyy)	t. Start from your recent	v poewoese astroil	ar agreement of the second	e indicated in the attached	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOV
From	То	(Write in full/Do not at		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		SALARY	applicable)& STEP (Format"00-0")/ INCREMENT	APPOINTMENT	SERVI (Y/N
/05/2018	05/31/2020	Billing Clerk			rnational Logistics	13,000.00	-	Permanent	soo N
/20/2018	08/20/2018	Import In Char	ge	Lao Cus	toms Brokerage	12,000.00	-	Temporary	N
			CONTRACTOR	a a con qu	124	421233247 100357546		GHONO.	MOAS.
		Al'A		OM 38-05	94 97 01	AIN.		138 117,092	FLAR
		25/2/07/07/20		0.5	supply (a)	shopenas			Ofur
	200	novicences a steel		2010 N 2 - 350 N A	The state of the s	SPIONIV		ne at 7 pages	The Table
bbwer, HT	HIG PO BTAG	in tel par stantin ent), 2980sho h 360		/«//			BISANDE GO	SPOUSI
eroste	180	Leigh C. Fores	Beya .	-127, 2014 Police - 184	STAUDWA61	AVA		ZPA:	раян
		anteriore de la companya de la comp			AW			EMAS LAGRA	4,5(E)/
								tin boomer Au	X 704
					N/A			ppaggas a.	elda tak
					Cayone		1	-31/AVBUS 9	adelly-
				(82. B) 408%	hedah			- FY/A	STEEDER
					vbiklan 3 Onstria Managhanag	1/4		MAME	E-TOM
					. Spring Filtrag			ĐÌ.	rechus
	American	Confine or sign atempt to the fifth			nojeteV.			394Q/ 384	3 (908) 3 (908)
nace of a	n oraș partir de la componente de la compo			and the state of t	m kalatinin kalatini Kalatinin kalatinin k		endergen Britaniske, de det teter i	Penderson in the Secretary of the second second	e strike som til
MADA - I	31 AGRAND 1 21	TMUGBVED BOMARI CITA TO		ECOCACOMOE SREEK WARESTAN	000, B*SIC	P /8 (EMAN) L m mona/)		-1FVE	
e Grand	Ores	chos	800°	TE STORY		Tape Handyss		VPAT.	EN ENAME
	L MO		O. P. C. S.	02.2.2.20		Anthropath Sa	28	000 5 . es 1 . Ak	HOORS BAUDÝ
VIN	- 8:05	- SrOS	100 to 10	ilmo-li arapteud te pare pë lis te	air Centpus Serio	A resentation A	nu		21.08
		Barrier Commence Comm	\$ 1	(Continue on separate she	et if necessary)	A William Salar Sa		83100183	WOFAC
SIGNA	ATURE	Hong STAG	and the second	Processor and the second	DATE		and the same of the same	2025 DRM 212 (Revised 201)	

. VOLUNTARY WORK OR INVOLVEMENT IN		WINDS OF THE PARTY OF	SERVICE STREET	e paresia in la		The chief of process of ence of 1940 entre
29. NAME & ADDRESS OF ORGANIZATION (Write in full)				NUMBER OF HOURS		
NA T			N/A	N/A	Jinemmevol	to within the fourth deather (for cocal C
is .	If YES, give deta					
OA[V]	337		•	otive offense	mainimba vne	à Hava you ever been found quity of a
Siz do 3/1/1						
CANA	TO THE RESIDENCE OF THE PARTY O				10 3 2 3/50m max 110m	
II. LEARNING AND DEVELOPMENT (L&D) IN tart from the most recent L&D/training program and include only	TERVENTIONS/TRAINING		ATTENDED		everial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENT (Write in full)	Status of Case	INCLUSIVE ATTEN	DATES OF DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY
Basic Course Training on the RA 9184 and its Revised Implementing		11/26/2024	11/28/2024	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyi
Seminar Workshop on Basic Records and Archives Ma	nagement (BRAM)	07/30/2024	07/31/2024	ilio) ei16 to vo	Technical	Visayas State University ov Sv SH
Shaping Culture: Embracing Values for Optimal Work	place Performance	05/15/2024	05/15/2024	8 SY	nstruction	"Visayas State University (VSU), Visca, Baybay City, Ley
Orientation of Guidelines and Procedures on Processes/Services of the Offices Under Administrative Services Offices			02/23/2024	ocal election	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley
"HRIS Software Onboarding"			12/06/2023	idi eri <mark>8</mark> ganut	Instruction	"Visayas State University (VSU), Visca, Baybay City, Ley
"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"			11/29/2023	lead to tend	Instruction	"Visayas State University (VSU), Visca, Baybay City, Ley
Attended the ISO 9001:2015 Awareness/Re-awareness Webinar			08/29/2023	8	Technical	Supply, Property and Procurement Management Office, Visa State University
GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016			08/24/2023	24 LeaneM (d)	Technical	VSU Baybay City, Leyte
Orientation/ Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines			09/07/2022	4 897 ₈), pies	Instruction	"Visayas State University (VSU), Visca, Baybay City, Ley
HANDS ONLY CARDIOPULMONARY RESUS	CITATION OF SEY N	07/21/2022	07/22/2022	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Ley
Women Inspiring Women	If YES, please sp	03/22/2022	03/22/2022	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Ley
ISO 9001:2015 Awareness//Re-awareness	Seminar elg , 23 Y 11	08/30/2021	08/31/2022	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Ley
			(sak	applicant Japoc	and or affinity to	REPTRENCES (Person not related by consonu-
20-00-0	NUMBER SASON	88.46	CCA TOTAL VIDEO N	1127		NAME NAME
	0964 987 7422	97.75.	Vii O Vedva	I both		is M. Flores
	864 Set 8003	stya	aybay City.	al bord		sen B. Alba
	hns toened and	Sneet which	de Chancels	Ilshed this P	omosos vilano	I declare under oath trat i have pers
AND AT A STATE OF THE STATE OF	of the Republic of the ments stated herein. I	a eni stahis	Aytirev of e	representativ	to anoisivote adjautitions of	complete statement pursuant to the Parlippines, Lauthonze ti e agency he
III. OTHER INFORMATION	to only any asues in	(Continue on separa	te sheet if necessary) tremuest	and an enach	ngayana, anaming salt san Musa kara sangkaraja karana
31. SPECIAL SKILLS and HOBBIES	32. No	ON-ACADEMIC DIS	TINCTIONS / REC Vrite in full)	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT (Write in full)
Computer Skills	N/A A/M				PLEASE INDICAME ID Number and Date	
Adaptability Time Management						Overament Issued ID: 2355 4874 0842-735 Ib. censel Passon Vol. 980471660
Positive Attitude CS			<u> </u>			stel/Pace of Issuance 1972/23
Willingness to learn	6.18	omecoA ale?		1	Charles and the state of the st	
Thinking Skills (problem solving and decision making)	sarem semanny menen	4 ,111, 2023	days year	do ven de		More C. M. Swit Gva. Gualitic Science
		A KAREN AREGA Merek da pynithoùs		n)		
	sain that si	THE PERSON NAMED IN	91		ATE	05/20/2025

34.	Are you related by consanguinity or affinity to the app the chief of bureau or office or to the person who has	immediate supervision over you in the	A STATE OF THE STA	#1180 88.58 OF MAN 95			
	Office, Bureau or Department where you will be ap	ppointed,					
	a. within the third degree?		YES	✓ NO			
	b. within the fourth degree (for Local Government Uni	YES	✓ NO				
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrat	ive offense?	YES	✓ NO			
			If YES, give details:				
	b. Have you been criminally charged before any court	L_YES If YES, give details: Date Filed:	 ✓ NO				
		TO STRACE PUBLICAN	Status of Case/s:				
36.	Have you ever been convicted of any crime or violatic regulation by any court or tribunal?	☐YES ☑NO If YES, give details:					
37.	Have you ever been separated from the service in an retirement, dropped from the rolls, dismissal, terminar phased out (abolition) in the public or private sector	TYES If YES, give details:					
38.	a. Have you ever been a candidate in a national or loc (except Barangay election)?	YES If YES, give details	NO confine results of the zent-bit (i) to contine of each of the contine of each of the contine				
20) 20) 20)	b. Have you resigned from the government service du last election to promote/actively campaign for a nation	☐YES ✓NO If YES, give details:					
39.	Have you acquired the status of an immigrant or perm	☐YES ☑NO If YES, give details (country):					
a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); 7277); and (c) Solo Parents Welfare Act of 2000 (RA Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	YES					
41.	REFERENCES (Person not related by consanguinity or affinity to a	applicant /appointee)					
	NAME	ADDRESS	TEL. NO.				
Jessa	amine C. Ecleo	VSU, Baybay City, Leyte	0998 555 0106				
Alic	a M. Flores	Utod, Baybay City, Leyte	0964 987 7422				
Dore	en B. Alba	Utod, Baybay City, Leyte	0928 366 4408				
42.	I declare under oath that I have personally accomplicomplete statement pursuant to the provisions of property of the provisions. I authorize the agency head/authorized reagree that any misrepresentation made in this cadministrative/criminal case/s against me.	ertinent laws, rules and regulations of the epresentative to verify/validate the contents	Republic of the stated herein. I	KYBEE ^{HATS} CAYONE PHOTO			
etc	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert's License,) PLEASE INDICATE ID Number and Date of Issuance	and and					
-	vernment Issued ID: 2359-4874-0842-7397						
-	License/Passport No.: P8047166C	oox)					
Da	te/Place of Issuance: 6/12/23	Right Thumbmark					
o de la compania del compania del compania de la compania del compania de la compania de la compania del compania de la compania de la compania de la compania del compania	SUBSCRIBED AND SWORN to before me this	20 th day of May 20 2 5 4 111 2025 , affian	t exhibiting his/her validly	issued government ID as indicated above.			
		ITEROA S					
	OS/20/20/20	ė		SICINATURE			
	75 CONTROL OF CONTROL	Person Administering Oat	Person Administering Oath				

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: 2/16/2021 to 5/20/2025
- Position: Clerk (Job Order)
- Name of Office/Unit: Supply and Property Management Office
- Immediate Supervisor: Ms. Vivian V. Balbarino
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
- · Received and released documents (PPMPs, PRs, Communication, etc.)
- · Updated the status of all PRs in the Monitoring Record for PRs procured through Alternative Methods
- Answered to queries of end-users about the status of PRs procured thru Alternative method
- Assisted in the preparation of Procurement Monitoring Record (PMR)
- · Answered telephone calls
- · Photocopied supporting documents for BAC Resolutions of projects procured through AMP.
- · Acted as an Alternative deputy Document and Records Controller (AdDRC) of the Procurement Office

Attachment to CS Form No. 212

(Signature over Printed Name of Employee/Applicant)

Date: 5/20/25