

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	Cayone		
FIRST NAME	Kybee	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Managbanag		
3. DATE OF BIRTH (mm/dd/yyyy)	08/15/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Cebu City	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	A. Tavera St.
7. HEIGHT (m)	1.52	House/Block/Lot No.	Street
8. WEIGHT (kg)	55.00	Subdivision/Village	Zone 15
9. BLOOD TYPE	O+	Baybay City	Barangay
10. GSIS ID NO.	N/A	City/Municipality	Leyte
11. PAG-IBIG ID NO.	121233287724		Province
12. PHILHEALTH NO.	120257526378	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	A. Tavera St.
14. TIN NO.	350299065	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	VJO01238	Subdivision/Village	Zone 15
		Baybay City	Barangay
		City/Municipality	Leyte
			Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	969-070-7455
		21. E-MAIL ADDRESS (if any)	kybee.cayone@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. 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			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Cayone			
FIRST NAME	Robert	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Abinon			
25. MOTHER'S MAIDEN NAME	Myra Cristina Managbanag			
SURNAME	Managbanag			
FIRST NAME	Myra Cristina			
MIDDLE NAME	Mellejor		(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	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 Customs Administration	2014	2018		2018	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	05/20/2025

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

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

INCLUSIVE DATES OF	Type of
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(Continue on separate sheet if necessary)

	NON ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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(Continue on separate sheet if necessary)

05/20/2025

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

☐ 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.
Jessamine C. Ecleo	VSU, Baybay City, Leyte	0998 555 0106
Alicia M. Flores	Utod, Baybay City, Leyte	0964 987 7422
Doreen B. Alba	Utod, Baybay City, Leyte	0928 366 4408

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: 2359-4874-0842-7397

ID/License/Passport No.: P8047166C


Date/Place of Issuance: 6/12/23



Signature (Sign inside the box)


05/20/2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20th day of May 2025 4 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. KAREN ABEGAIL S. MONTERO

VSU Director, Legal Affairs and Services

Person Administering Oath

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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


Kybee M. Cayone

(Signature over Printed Name
of Employee/Applicant)

Date: 5/20/25