

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	ALKUINO		
FIRST NAME	PEDRO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	OLLERAS		
3. DATE OF BIRTH (mm/dd/yyyy)	February 23, 1958	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	Brgy. Sta. Cruz, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: <input checked="" type="checkbox"/> Married <input checked="" type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Pangasugan Baybay Barangay City/Municipality Leyte Province
7. HEIGHT (m)	5'4"	ZIP CODE	6521-A
8. WEIGHT (kg)	60kls	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Pangasugan Baybay Barangay City/Municipality Leyte Province
9. BLOOD TYPE	O	ZIP CODE	6521-A
10. GSIS ID NO.	CM-3875972	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1700-0024-0037	20. MOBILE NO.	N/A
12. PHILHEALTH NO.	13-000-040954-6	21. E-MAIL ADDRESS (if any)	N/A
13. SSS NO.	N/A		
14. TIN NO.	116-622-600		
15. AGENCY EMPLOYEE NO.	V00042		

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	MARIFE Y. ALKUINO	September 28, 2005
MIDDLE NAME	N/A		MARIAN GRACE Y. ALKUINO	September 7, 2012
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALKUINO			
FIRST NAME	MARCELINO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VILLOCINO			
25. MOTHER'S MAIDEN NAME	PELLERAS			
SURNAME	OLLERAS			
FIRST NAME	ANTONIA			
MIDDLE NAME	BEBAT			

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	Candadam Community School	Primary Graduate	1969	1975	N/A	1975	3rd Honor
SECONDARY	Baybay High School	High School Graduate	1975	1979	N/A	1979	Most Helpful of the year
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE	4-27-2017	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 LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	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				SALARY/ JOB/ PAY		COUNT
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(Continue on separate sheet if necessary)

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

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Carpentry	N/A	ViSCA Personnel Associationm (VPA)
Utility		Administrative Personnel Association (ADPA)
Janitor		

SIGNATURE		DATE	4-27-2017	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)?

☐ 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.
Dr. Erlinda A. Vasquez	VSU, Baybay City, Leyte	563-7229
Dr. Julieta R. Roa	Baybay City, Leyte	563-7229
Maria Elsa Umpad	Ormoc City	563-7229

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.

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

Government Issued ID:	VSU ID
ID/License/Passport No.:	V00042
Date/Place of Issuance:	VSU

Signature (Sign inside the box)
4-27-17
Date Accomplished

SUBSCRIBED AND SWORN to before me this

APR 27 2017

, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOGOR
NOTARY PUBLIC
Person Administering Oath
UNTIL DECEMBER 31, 2017
PTR 819 1835 - BAYBAY, LEYTE - 7/12/17
IBP 1034824 - TAGLOREAN CITY - 7/19/16
MCLE COMP. NO. V-005 - 12/20/15
ROLL OF ATTORNEYS NO. 57467

CS FORM 212 (Revised 2017), Page 4 of 4