

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	CUYNO		
FIRST NAME	DONNA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	CAJA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/06/1996	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	UBAY BOHOL	If holder of dual citizenship, please indicate the details.	
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	
7. HEIGHT (m)	1.55		House/Block/Lot No. Street GUADALUPE
8. WEIGHT (kg)	50.5		Subdivision/Village Barangay BAYBAY CITY LEYTE
9. BLOOD TYPE	O+		City/Municipality Province 6521
10. GSIS ID NO.	2005449024	18. PERMANENT ADDRESS	
11. PAG-IBIG ID/RTN	121187193609		House/Block/Lot No. Street SINANDIGAN
12. PHILHEALTH NO.	122505151060		Subdivision/Village Barangay UBAY BOHOL
13. SSS NO.	34-6396742-8		City/Municipality Province 6315
14. TIN NO.	493-001-950-000	19. TELEPHONE NO.	NONE
15. AGENCY EMPLOYEE NO.	V01073	20. MOBILE NO.	+639168942178
		21. E-MAIL ADDRESS (if any)	donna.cuyno@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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CUYNO		N/A	N/A
FIRST NAME	ROMULO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	AUDITOR		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CAJA		N/A	N/A
FIRST NAME	ROMANA		N/A	N/A
MIDDLE NAME	GUNAYAN		(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	Sinandigan Elementary School	Elementary	2002	2008	N/A	2008	Class Valedictorian
SECONDARY	Union High School	High School	2008	2012	N/A	2012	2nd Hon. Mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Statistics	2012	2016	N/A	2016	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	------	---

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>Jos</i>	DATE	JULY 9, 2019	CS FORM 212 (Revised 2017), Page 2 of 4
-----------	------------	------	--------------	---

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(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

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate (SPSS, R software, STATA, MS Excel, MS Word, MS Powerpoint)	N/A	VSU Faculty Association
Strong Analytical Skills		VSU Alumni Association
Efficient communication skills both oral and written		VSU Statistical Society
Strong Interpersonal Skills		
Can effectively work with less supervision		
Can work under pressure		

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	JULY 9, 2019

CS FORM 212 (Revised 2017), Page 3 of 4

34. Are you related by consanguinity or affinity to 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:

☐ 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

☐ 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

☐ YES☐ NO

If YES, give details:
FINISHED CONTRACT

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

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

☐ 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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Nestor M. Pestelos, Ph.D.	Bohol Local Development Foundation, Inc. Baclayon Bohol	9173041450
Engr. Erwin J. Abonales	PCA 8, Baras, Palo, Leyte	9277180097
Remberto Patindol, Ph.D.	VSU Visca, Baybay City, Leyte	9176341454

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.

DONNA C. CUYNO

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/License/Passport No.: 122505151060

Date/Place of Issuance: 11/29/2016

Signature (Sign inside the box)

DATE 9 20 19

Date Accomplished

SUBSCRIBED AND SWORN to before me this 19 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RICHARD GUINOCOR
VSU LEGAL COUNCIL
Person Administering Oath

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