

CS Form No. 212  
Revised 2017

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  
LEONOR

FIRST NAME  
CHITO

MIDDLE NAME  
LETARGO

3. DATE OF BIRTH  
(mm/dd/yyyy)  
7/19/1957

4. PLACE OF BIRTH  
GUMACA, QUEZON

5. SEX  
☒ Male ☐ Female

6. CIVIL STATUS  
☐ Single ☒ Married  
☐ Widowed ☐ Separated  
☐ Other/s:

7. HEIGHT (m)  
168

8. WEIGHT (kg)  
62

9. BLOOD TYPE  
"o"

10. GSIS ID NO.  
57071902040

11. PAG-IBIG ID NO.  
1700-0025-2916

12. PHILHEALTH NO.  
13-000016152-2

13. SSS NO.  
N/A

14. TIN NO.  
116-625-162

15. AGENCY EMPLOYEE NO.  
VOO288

16. CITIZENSHIP  
☒ Filipino ☐ Dual Citizenship  
☐ by birth ☐ by naturalization  
Pls. indicate country:

17. RESIDENTIAL ADDRESS  
House/Block/Lot No. Street  
Subdivision/Village Barangay  
City/Municipality Province  
ZIP CODE

18. PERMANENT ADDRESS  
House/Block/Lot No. Street  
Subdivision/Village Barangay  
City/Municipality Province  
ZIP CODE

19. TELEPHONE NO.  
053-563-7706

20. MOBILE NO.  
09452274424 / 09159952423 / 09201232756

21. E-MAIL ADDRESS (if any)  
cileonor\_08@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
MAZO

FIRST NAME  
CECILIA

MIDDLE NAME  
GALVEZ

OCCUPATION  
HOUSEKEEPING

EMPLOYER/BUSINESS NAME  
NOT APPLICABLE

BUSINESS ADDRESS  
NOT APPLICABLE

TELEPHONE NO.  
9957192046

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

RONOEL M. LEONOR  
8/23/1980

RONALD M. LEONOR  
7/21/1982

MA. RONA ANGELES M. LEONOR  
5/5/1987

24. FATHER'S SURNAME  
LEONOR

FIRST NAME  
MAMERTO

MIDDLE NAME  
LUNA

25. MOTHER'S MAIDEN NAME

SURNAME  
LETARGO

FIRST NAME  
PILAR

MIDDLE NAME  
MARCO

III. EDUCATIONAL BACKGROUND

26. LEVEL

NAME OF SCHOOL  
(Write in full)

BASIC EDUCATION/DEGREE/COURSE  
(Write in full)

PERIOD OF ATTENDANCE  
From To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC HONORS  
RECEIVED

ELEMENTARY  
GUMACA WEST ELEM. SCHOOL  
Primary Education  
1964 1970  
N/A  
1970  
N/A

SECONDARY  
GUMACA PROV'L. HIGH SCHOOL  
High School  
1971 1976  
N/A  
1976  
N/A

VOCATIONAL /  
TRADE COURSE  
BAYBAY NORTH CENTRAL SCHOOL  
RADIO ELECTRONICS  
1994  
N/A  
1994  
N/A

COLLEGE  
EASTERN QUEZON COLLEGE  
BACHELOR OF ARTS  
1978  
1 SEMESTER  
N/A  
N/A

GRADUATE STUDIES  
N/A  
N/A

SIGNATURE

DATE

7/15/19

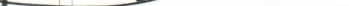
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	July 15, 2019
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

(Continue on separate sheet if necessary)

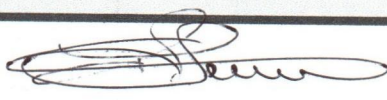

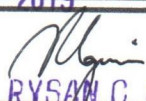
## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
MECHANICAL TROUBLE SHOOTING	N/A	LSU-ADPA
ELECTRONIC TROUBLE SHOOTING		LEYTE STATE UNIVERSITY - ADMINISTRATIVE PERSONNEL ASSOC.
SINGING, SWIMMING AND CHESS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 15, 2019
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES If YES, please specify I _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. MARIA JULIET C. CENIZA</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173095016</td></tr><tr><td>DR. ROBERTO C. GUARTE</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173108078</td></tr><tr><td>DR. REBECCO M. SANTIAGO</td><td>SPILLWAY VSU, Visca, Baybay City, Leyte</td><td>563-7130</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. MARIA JULIET C. CENIZA	VSU, Visca, Baybay City, Leyte	9173095016	DR. ROBERTO C. GUARTE	VSU, Visca, Baybay City, Leyte	9173108078	DR. REBECCO M. SANTIAGO	SPILLWAY VSU, Visca, Baybay City, Leyte	563-7130
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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, SSS, DOG, PRO, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: VOO526 ID/License/Passport No.: Date/Place of Issuance: JANUARY 2012	<div> Signature (Sign inside the box) JULY 15, 2019 Date Accomplished</div> <div> Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this <u>29 JUL 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<div> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER</div> <div>Person Administering Oath</div>													



Right Thumbmark