

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	VALENZONA		
FIRST NAME	NICOLAS NELSON		NAME EXTENSION (JR., SR) NA
MIDDLE NAME	RAMIREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	6/22/1972	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	BAYBAY CITY, 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"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	STO ROSARIO
7. HEIGHT (m)	153 CM	House/Block/Lot No.	Street
8. WEIGHT (kg)	46	Subdivision/Village	Barangay
9. BLOOD TYPE	"B+"	Baybay	Leyte
10. GSIS ID NO.	2005554386	City/Municipality	Province
11. PAG-IBIG ID NO.	1212-0365-6683		
12. PHILHEALTH NO.	13-201518275-3	ZIP CODE	6521
13. SSS NO.	NONE	18. PERMANENT ADDRESS	
14. TIN NO.	708-186-768	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	V01136	Subdivision/Village	Barangay
		Baybay	Leyte
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09068766149
		21. E-MAIL ADDRESS (if any)	NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NONE	NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME	NONE			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	9068766149			
24. FATHER'S SURNAME	VALENZONA			
FIRST NAME	FERNANDO	SR NAME EXTENSION (JR., SR)		
MIDDLE NAME	MONDERONDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	RAMIREZ			
FIRST NAME	REGINA			
MIDDLE NAME	ALABAT			

(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	BITANHUAN ELEM. SCHOOL	N/A	1980	1986	GRADUATED	1986	NONE
SECONDARY	BITANHUAN HIGH SCHOOL	N/A	1986	1990	GRADUATED	1990	NONE
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	DATE	CS FORM 212 (Revised 2017), Page 1 of 4
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VI. VOLUNTARY WORK / 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)

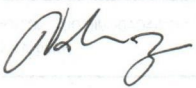
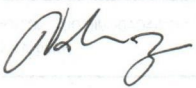
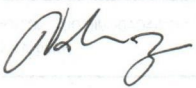







[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Design and Arts	N/A	AdPA
Cooking		
Singing		
Dancing		
Playing of Guitar		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Mar 16, 2020	CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Marlito Bande</td><td>Marcos, Baybay City, Leyte</td><td>N/A</td></tr><tr><td>Marcho P. Bandalan</td><td>Baybay City, Leyte</td><td>N/A</td></tr><tr><td>Hon. Mavel M. Olitres</td><td>Bitanhu-an, Baybay City, Leyte</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Marlito Bande	Marcos, Baybay City, Leyte	N/A	Marcho P. Bandalan	Baybay City, Leyte	N/A	Hon. Mavel M. Olitres	Bitanhu-an, Baybay City, Leyte	N/A
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td style="padding: 2px;">Government Issued ID: Driver License</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: H1211001682</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: 6/18/2019, MAA SIN SO. LEYTE</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: Driver License	ID/License/Passport No.: H1211001682	Date/Place of Issuance: 6/18/2019, MAA SIN SO. LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 80px; text-align: center; vertical-align: middle;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="height: 30px;"> </td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)		Date Accomplished			
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<p>SUBSCRIBED AND SWORN to before me this <u>16 APR 2020</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> RYAN C. GUINOCOR NOTLEGAL OFFICER _____ Person Administering Oath</div>													

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: February 11, 2006 – present
- Position: Administrative Aide V
- Name of Office/Unit: IDBMU
- Immediate Supervisor: Engr. Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, VSU, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Painting of Office Table, Cabinet, Shelve, Chairs
 - Painting Building Offices.
- Summary of Actual Duties
 - Responsible for the Building & Office of Building repairs in the VSU
 - Inspection of Buildings
 - Estimates of materials for repair of buildings

- Duration: March 1, 2020 – March 1, 2021
- Position: Administrative Aide V
- Name of Office/Unit: IDBMU
- Immediate Supervisor: Engr. Marlon G. Burlas
- Name of Agency/Organization and Location: GSD, VSU, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Repair and Maintenance of GSD, Buildings, Visayas State University.


NICOLAS NELSON R. VALENZONA

(Signature over Printed Name
of Employee/Applicant)

Date: _____