

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  
FIRST NAME  
MIDDLE NAME

TAN  
ANICETO  
DUMANDAN

NAME EXTENSION (JR., SR)

3. DATE OF BIRTH  
(mm/dd/yyyy)

SEPT. 08, 1963

16. CITIZENSHIP  
FILIPINO  
please indicate the details.

☒ Filipino

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

4. PLACE OF BIRTH

Baybay, Leyte

17. RESIDENTIAL ADDRESS  
House/Block/Lot No. Street  
SITIO SUBA PLARIDEL  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province  
ZIP CODE

5. SEX

☒ Male ☐ Female

18. PERMANENT ADDRESS  
--same--  
House/Block/Lot No. Street  
Subdivision/Village Barangay  
City/Municipality Province  
ZIP CODE 6521

6 CIVIL STATUS

☐ Single ☒ Married  
☐ Widowed ☐ Separated  
☐ Other/s:

19. TELEPHONE NO.

None

7. HEIGHT (m)

164

20. MOBILE NO.

0906 905 1588

8. WEIGHT (kg)

76

21. E-MAIL ADDRESS (if any)

adtan\_pbl@yahoo.com

9. BLOOD TYPE

O+

10. GSIS ID NO.

B63S8ADT011

11. PAG-IBIG ID NO.

0801-340981.03

12. PHILHEALTH NO.

13-025001436-8

13. SSS NO.

03-8189148-8

14. TIN NO.

116-627-147

15. AGENCY EMPLOYEE NO.

00-652

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
FIRST NAME  
MIDDLE NAME

DAJAO  
ANGELINA  
POLO

NAME EXTENSION (JR., SR)

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

DATE OF BIRTH (mm/dd/yyyy)

PATRICK L. TAN 11/16/1984  
DIANA L. TAN 3/20/1985  
JOHN MAYO L. TAN 5/9/1989  
MY ANNE D. TAN 12/21/2000  
RAIZEL ANNE D. TAN 11/27/2002

OCCUPATION

HOUSEKEEPER

EMPLOYER/BUSINESS NAME

None

BUSINESS ADDRESS

TELEPHONE NO.

24. FATHER'S SURNAME  
FIRST NAME  
MIDDLE NAME

TAN  
RICARDO  
ORAPA

NAME EXTENSION (JR., SR)

25. MOTHER'S MAIDEN NAME  
SURNAME  
FIRST NAME  
MIDDLE NAME

DUMANDAN  
LYDIA  
LINGATONG

(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  
From To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

Plaridel Central School

Primary

1971 1976

1976

SECONDARY

Plaridel National High School

Secondary

1976 1980

1980

VOCATIONAL /  
TRADE COURSE

COLLEGE

Franciscan College of the Immaculate Conception  
(FCIC)

B. S. Commerce

1980 1985

1985

GRADUATE STUDIES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

MAY 31 2019

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







## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

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


30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	HIV in the Workplace Seminar	Dec. 9, 2016	Dec. 9, 2016			VSU Hospital
	Gender and Development for Frontliners	Sept. 16, 2016	Sept. 16, 2016			
	Revised IRR (Moduels I, II and V)	July 29, 2010	July 29, 2010			DBM RO VIII
	Total Quality Mgt. Training Among Admin. Personnel	Nov. 13, 2009	Nov. 14, 2009			ODAHRD
	Open Source Application	March 18, 2009	March 18, 2009			ICTU
	Orientation & Briefing on Faculty	June 20, 2006	June 20, 2005			
	Workload Computation & Teacher's					
	Evaluation					OCI
	Segregation of Wastes. Processing of Recyclables					
	and Compost Making	Sept. 27, 2003	Sept. 30, 2003			VSU
	Innovative Curriculum Development					
	Consultation-Workshop	Nov. 21, 2003	Nov. 21, 2003			FARMI
	Career & Personality Development for Clerks					
	& Other Administrative Staff	May 21, 2003	May 22, 2003			VSU
	Pre-Membership Seminar of LSUCDC	Nov. 24, 2001	Nov. 24, 2001			VSUCDC
	System Analysis & Design	May 13, 1991	May 25, 1991			VSU

(Continue on separate sheet if necessary)


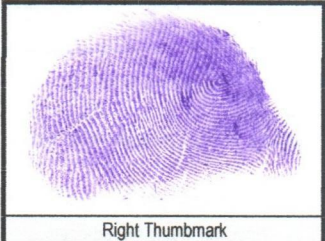
## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
driving, viewing program/news on TV,		
growing ornamentals plants, listening		
classical music on radio, etc.		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/24/2019
-----------	---	------	-----------



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 checked="" 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 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 <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
Antonia Cecilia Y. Sandoval		Dept. Head, DCDE
Eliezer L. Velasco		University Registrar
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.		
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: VSU I.D - V000652</div> <div>ID/License/Passport No.: Driver's License</div> <div>Date/Place of Issuance: 9/7/2018Baybay City, Leyte</div>		<div></div> <div>Signature (Sign inside the box) May 31, 2019 Date Accomplished</div>
		<div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this 04 JUN 2019, affiant exhibiting his/her validly issued government ID as indicated above.		
<div>ATTY. RYAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div>		