

CS Form No. 212  
Revised 2017

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  
ORACION

FIRST NAME  
HELEN GRACE

MIDDLE NAME  
FERRERAS

3. DATE OF BIRTH  
(mm/dd/yyyy)  
11/9/1996

4. PLACE OF BIRTH  
PARAÑAQUE, METRO MANILA

5. SEX  
☐ Male ☒ Female

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

7. HEIGHT (m)  
1.51

8. WEIGHT (kg)  
45.8

9. BLOOD TYPE  
B

10. GSIS ID NO.  
200546 2275

11. PAG-IBIG ID NO.  
121226009688

12. PHILHEALTH NO.  
13-025489771-0

13. SSS NO.  
NA

14. TIN NO.  
716-052-370

15. AGENCY EMPLOYEE NO.  
N/A

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

If holder of dual citizenship, please indicate the details.

17. RESIDENTIAL ADDRESS  
House/Block/Lot No. Street  
BRGY. GAAS  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province  
6521

18. PERMANENT ADDRESS  
House/Block/Lot No. Street  
BRGY. GAAS  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province  
6521

19. TELEPHONE NO.  
NA

20. MOBILE NO.  
0909-101-3905

21. E-MAIL ADDRESS (if any)  
hgfo911@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
NA  
FIRST NAME  
NA  
MIDDLE NAME  
NA  
OCCUPATION  
NA  
EMPLOYER/BUSINESS NAME  
NA  
BUSINESS ADDRESS  
NA  
TELEPHONE NO.  
NA

23. NAME of CHILDREN (Write full name and list all)  
NA  
DATE OF BIRTH (mm/dd/yyyy)  
NA

24. FATHER'S SURNAME  
ORACION  
FIRST NAME  
RODULFO  
MIDDLE NAME  
BAGASLAO

25. MOTHER'S MAIDEN NAME  
SURNAME  
FERRERAS  
FIRST NAME  
NIDA  
MIDDLE NAME  
ESTIPONA

(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  
BAYBAY SOUTH CENTRAL SCHOOL  
BASIC EDUCATION (ELEMENTARY)  
2003 2009  
NA  
2009  
WITH HONORS

SECONDARY  
BAYBAY CITY NATIONAL HIGH SCHOOL  
BASIC EDUCATION (HIGH SCHOOL)  
2009 2013  
NA  
2013  
WITH HONORS

VOCATIONAL / TRADE COURSE  
NA  
NA  
NA  
NA  
NA

COLLEGE  
VISAYAS STATE UNIVERSITY  
BACHELOR OF SCIENCE IN CHEMISTRY  
2013 2017  
NA  
2017  
VSU SCHOLAR

GRADUATE STUDIES  
NA  
NA  
NA  
NA  
NA

(Continue on separate sheet if necessary)

SIGNATURE  
DATE  
8/19/19  
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	8/19/19	CS FORM 212 (Revised 2017), Page 2 of 4
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NA	NA	NA	NA	NA

**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]

### VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	STITCHING		NA		INTEGRATED CHEMISTS OF THE PHILIPPINES
	READING				PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
	SURFING THE INTERNET				
	DRAWING				
	WATCHING SHOWS				

SIGNATURE	<i>[Signature]</i>	DATE	8/19/19	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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. ANDRESITO D. ACABAL</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>9179777298</td> </tr> <tr> <td>DR. SUZETTE B. LINA</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>9199613921</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ANDRESITO D. ACABAL	VSU, VISCA, BAYBAY CITY, LEYTE	9179777298	DR. SUZETTE B. LINA	VSU, VISCA, BAYBAY CITY, LEYTE	9199613921			
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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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0013606</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>OCTOBER 24, 2017</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:	PRC LICENSE	ID/License/Passport No.:	0013606	Date/Place of Issuance:	OCTOBER 24, 2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)            Date Accomplished: 8/19/19         </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished: 8/19/19	
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<p>SUBSCRIBED AND SWORN to before me this <u>20 AUG 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYSA C. GUINOCOR</b>  <b>VSU LEGAL OFFICER</b>        Person Administering Oath     </div>													



WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: December 11, 2017 – present
- Position: Chemist
- Name of Office/Unit: SRTPAL-SRA
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University
  
- Summary of Actual Duties
  - Responsible for the different soil chemical and physical analyses.
  - Other related functions.

- Duration: August 1, 2018 to present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn F. Jansalin
- Name of Agency/Organization and Location: Visayas State University, Baybay City
  
- List of Accomplishments and Contributions (if any)
  - On-going**
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions, among others.

HELEN GRACE F. ORACION  
(Signature over Printed Name  
of Employee/Applicant)

Date: 8/19/19