

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  
CASTIL

FIRST NAME  
JHONAVEL

MIDDLE NAME  
ROMBLON

3 DATE OF BIRTH  
(mm/dd/yyyy)  
FEBRUARY 23, 1995

4 PLACE OF BIRTH  
ANAHAWAN, SOUTHERN LEYTE

5 SEX  
☐ Male ☒ Female

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

7 HEIGHT (m)  
1.55 m

8 WEIGHT (kg)  
68 kg

9 BLOOD TYPE  
A+

10 GSIS ID NO.  
CRN-011-1486-3951-0

11 PAG-IBIG ID NO.  
121143904491

12 PHILHEALTH NO.  
03-025772050-7

13 SSS NO.  
03-45123574-8

14 TIN NO.  
322-041-301-000

15 AGENCY EMPLOYEE NO.  
V01208

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

17 RESIDENTIAL ADDRESS  
APARTMENT NO. 1 KILBOURNE ST  
House/Block/Lot No. Street  
VSU, LOWER CAMPUS PANGASUGAN  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province  
ZIP CODE 6521

18 PERMANENT ADDRESS  
House/Block/Lot No. Street  
LEWING  
Subdivision/Village Barangay  
ANAHAWAN SOUTHERN LEYTE  
City/Municipality Province  
ZIP CODE 6610

19 TELEPHONE NO.  
(053) 557-0773

20 MOBILE NO.  
0955-420-9673 / 0928-755-6851

21 E-MAIL ADDRESS (if any)  
rijonavel@yahoo.com

II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME  
N/A

FIRST NAME  
N/A

MIDDLE NAME  
N/A

OCCUPATION  
N/A

EMPLOYER/BUSINESS NAME  
N/A

BUSINESS ADDRESS  
N/A

TELEPHONE NO.  
N/A

24 FATHER'S SURNAME  
CASTIL

FIRST NAME  
NILO

MIDDLE NAME  
MATAFLORIDA

25 MOTHER'S MAIDEN NAME

SURNAME  
ROMBLON

FIRST NAME  
REFELYN

MIDDLE NAME  
PALCO

23 NAME of CHILDREN (Write full name and list all)  
EROS GAVIN CASTIL

DATE OF BIRTH (mm/dd/yyyy)  
FEB. 26, 2019

(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

MAHALO ELEMENTARY SCHOOL

PRIMARY EDUCATION

2003 2007

GRADUATED

2007

SALUTATORIA  
N

SECONDARY

SAINT ANTHONY'S HIGH SCHOOL

SECONDARY EDUCATION

2007 2011

GRADUATED

2011

SALUTATORIA  
N

VOCATIONAL /  
TRADE COURSE

N/A

N/A

COLLEGE

METRO MANILA COLLEGE

BSBA-FINANCIAL MANAGEMENT

2011 2015

GRADUATED

2015

MAGNA CUM  
LAUDE

GRADUATE STUDIES

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

[illegible]

SIGNATURE		DATE	2/8/2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	NONE					
(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)						
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			
	Appraisal and Disposal of Government Properties	11/13/2023	11/15/2023	24 hrs.	Technical	COMMISSION ON AUDIT REGION VIII
	One Time Cleansing of the Property, Plant and Equipment Account Balances of Government Agencies (COA Circular No. 2020-006 dated January 31, 2020)	07/27/2023	07/28/2023	16 hrs.	Technical	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC), INC.
	Laws and Rules on Government Expenditures	09/13/2022	09/16/2022	32 hrs.	Technical	COMMISSION ON AUDIT REGION VIII
	ISO 9001:2015 Awareness/Re-awareness Webinar	08/30/2022	08/31/2022	4hrs.	Technical	VISAYAS STATE UNIVERSITY
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24 hrs.	Technical	DEPARTMENT OF BUDGET & MANAGEMENT REGION VIII
	Hands-Only Cardiopulmonary Resuscitation	07/22/2022	07/22/2022	4 hrs	Technical	DEPARTMENT OF HEALTH
	AGAP TECHNICAL SEMINAR	06/16/2022	06/16/2022	8 hrs.	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES
	2021 Membership Conference of Government Financial Management Innovators Circle	11/18/2021	11/19/2021	8 hrs.	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	3 hrs.	Technical	VISAYAS STATE UNIVERSITY
	Target Setting Workshop	8/20/2018	8/21/2018	48 hrs	Technical	VISAYAS STATE UNIVERSITY
	FMU General Assembly cum Teambuilding	12/2/216	12/3/2016	16 hrs.	Technical	DEPARTMENT OF SOCIAL WELFARE & DEVELOPEMENT-NATIONAL CAPITAL REGION
	Finance Management Unit 1st Semestral Program Implementation Review CY 2016	7/7/2016	7/9/2016	24 hrs.	Technical	DEPARTMENT OF SOCIAL WELFARE & DEVELOPEMENT-NATIONAL CAPITAL REGION
	Roll-Out Training on the Implementation Government Accounting Manual	5/13/2016	5/13/2016	8 hrs.	Technical	DEPARTMENT OF SOCIAL WELFARE & DEVELOPEMENT-NATIONAL CAPITAL REGION
	Orientation on the National Cultural Heritage Act of 2009	4/19/2016	4/19/2016	8 hrs.	Technical	DEPARTMENT OF SOCIAL WELFARE & DEVELOPEMENT-NATIONAL CAPITAL REGION
	Bottom-Up Budgeting Year-End Implementation Review	2/23/2016	2/24/2016	16 hrs.	Technical	DEPARTMENT OF SOCIAL WELFARE & DEVELOPEMENT-NATIONAL CAPITAL REGION
	Training on Project Management for BUB Field Staff	12/1/2015	12/3/2015	24 hrs.	Technical	DEPARTMENT OF SOCIAL WELFARE & DEVELOPEMENT-NATIONAL CAPITAL REGION
(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)	
	SPORTS (Volleyball, Badminton)				VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE	
	COOKING				ADMINISTRATIVE PERSONNEL ASSOCIATION	
	DANCING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	2/8/2023	



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)?

☐ 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

If YES, give details:

☐ 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

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

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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

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

☐ 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

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☒ YES

☐ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
WILMA V. NAPIERE	VSU, Accounting Office	09359633220
NORIETA B. BUSTILLO	VSU, Accounting Office	09152329310
AMALIA O. ARMADA	Brgy. Gabas, Baybay City, Leyte	09395530982

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, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS

ID/License/Passport No.: CRN-011-1486-3951-0

Date/Place of Issuance: March 2022



Signature (Sign inside the box)


2/08/2023

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSA C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

Legal

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



## 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

Duration: October 13, 2015 – December 31, 2016

Position: Financial Analyst I (MOA Worker)

Name of Office/Unit: Budget Office

Immediate Supervisor: Alicia K. Pagaduan

Name of Agency/Organization and Location: Department of Welfare & Development - NCR

List of Accomplishments and Contributions (if any):

#### Summary of Actual Duties

- Monitors and Controls funds under Bottom-Up Budgeting Project. Process and obligates vouchers, purchase request, and purchase orders. Prepares financial reports for BUB Project.

Duration: February 2, 2017 – March 15, 2018

Position: Administrative Assistant

Name of Office/Unit: N/A

Immediate Supervisor: Maria Encarnacion V. Quadra

Name of Agency/Organization and Location: MQ Mediazone Productions

List of Accomplishments and Contributions (if any):

#### Summary of Actual Duties

- Records transactions and prepares financial reports.

Duration: August 16, 2018 – May 31, 2020

Position: Administrative Aide I (Job Order)

Name of Office/Unit: Accounting Office

Immediate Supervisor: Erlinda S. Esguerra

Name of Agency/Organization and Location: Visayas State University

List of Accomplishments and Contributions (if any):

#### Summary of Actual Duties

- Prepares journal for 101 Trust projects. Controls, obligates & earmarks PR'S, appointments vouchers and payrolls. Prepares Quarterly Financial Report on each project.
- Prepares subsidiary ledger for the projects under 101 Trust.
- Prepares Journal Entry Voucher and financial reports under IGP Fund.
- Does some task as assign by superior from time to time.

Duration: June 1, 2020 – February 5, 2022

Position: Administrative Aide III (Casual)

Name of Office/Unit: Accounting Office

Immediate Supervisor: Nick Freddy R. Bello

Name of Agency/Organization and Location: Visayas State University

List of Accomplishments and Contributions (if any):

Summary of Actual Duties

- Prepares and consolidates monthly & quarterly disbursement journals, general journals & journal entry vouchers for Trust Receipts and Business Related Funds for Main and External Campuses
- Prepares Income & Expense Statement for Income Generating Projects (IGP)
- Post journals to General Ledgers and Subsidiary Ledgers
- Prepares monthly & quarterly financial reports & statements for submission to COA.
- Prepares subsidiary ledgers of Property, Plant and Equipment (PPE) for all funds.
- Computes depreciation of PPE under all funds.
- Prepares annual reports of PPE for submission to COA.

Duration: February 6, 2022 – Present

Position: Administrative Aide III (Regular)

Name of Office/Unit: Accounting Office

Immediate Supervisor: Nick Freddy R. Bello

Name of Agency/Organization and Location: Visayas State University

List of Accomplishments and Contributions (if any):

Summary of Actual Duties

- Prepares and consolidates monthly & quarterly disbursement journals, general journals & journal entry vouchers for Trust Receipts for Main and External Campuses
- Post journals to General Ledgers and Subsidiary Ledgers
- Prepares monthly & quarterly financial reports & statements for submission to COA.
- Prepares subsidiary ledgers of Property, Plant and Equipment (PPE) for all funds.
- Computes depreciation of PPE under all funds.
- Prepares annual reports of PPE for submission to COA.
- Prepares bank reconciliation report for Trust Receipts.

  
**JHONAVEL R. CASTIL**

(Signature over Printed Name  
of Employee/Applicant)

Date: February 08, 2023