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 1. CS ID No. Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME **RIVERA** NAME EXTENSION (JR., SR) FIRST NAME JUANITO MANAGBANAG MIDDLE NAME 3. DATE OF BIRTH 11 05 1965 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) ✓ by birth by naturalization BRGY. PANGASUGAN BAYBAY, LEYTE 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. ✓ Male Female 5. SEX PUROK 3 ✓ Single 17. RESIDENTIAL ADDRESS N/A Married 6 CIVIL STATUS House/Block/Lot No Widowed Separated N/A PANGASUGAN Other/s: Subdivision/Villag Barangay BAYBAY LEYTE 7. HEIGHT (m) 5'5 City/Municipality Province 8. WEIGHT (kg) 59 Kgs. ZIP CODE 6521-A N/A PUROK 3 18. PERMANENT ADDRESS 9. BLOOD TYPE 0+ House/Block/Lot No Street PANGASUGAN N/A 10. GSIS ID NO. NONE ubdivision/Village Barangay BAYABY LEYTE 1212-0406-2068 11. PAG-IBIG ID NO. City/Municipality Province 13-000103526-7 12 PHILHEALTH NO **7IP CODE** 6521-A 13. SSS NO. N/A 19. TELEPHONE NO. NONE 14. TIN NO. 400-441-569 20. MOBILE NO. 09515124953 15. AGENCY EMPLOYEE NO. NONE 21. E-MAIL ADDRESS (if any) juanito.rivera@vsu.edu.ph FAMILY BACKGROUND 22. SPOUSE'S SURNAME NIA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) Aiveen Jundeigh T. Rivera FIRST NAME N/A 12/17/2011 N/A MIDDLE NAME N/A N/A OCCUPATION **EMPLOYER/BUSINESS NAME** N/A **BUSINESS ADDRESS** N/A TELEPHONE NO. N/A RIVERA 24 FATHER'S SURNAME NAME EXTENSION (JR., SR) SR. FIRST NAME JUANITO RAMOS MIDDLE NAME 25. MOTHER'S MAIDEN NAME **MANAGBANAG** SURNAME FIRST NAME NELLY SABIJON MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED PERIOD OF ATTENDANCE 26 NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC LEVEL (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED То ELEMENTARY PANGASUGAN ELEMENTARY SCHOOL N/A 1994 1999 1999 NA N/A **BAYBAY NATIONAL HIGH SCHOOL** N/A 1999 2003 N/A 2003 N/A SECONDARY TECHNICAL EDUCATION AND SKILLS VOCATIONAL / **ELECTRICAL INSTALLATION & MAINTENANCE** 2019 2019 2019 N/A N/A TRADE COURSE **DEVELOPMENT AUTHORITY**

SEAMANSHIP

ue on separate sheet if necessary)

2003

DATE

2004

N/A

2

N/A

25

BAYBAY INSTITUTE OF TECHNOLOGY

COLLEGE

SIGNATURE

N/A

7. CARE		080 (BOARD/ BAR) UNDER	RATING	DATE OF				LICENSE (if a	
BAI	SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)		EXAMINATION / PLACE OF EXAMIN CONFERMENT		ATION / CONFER	MENT	NUMBER	Date of Validity	
NON PROFESSIONAL DRIVERS LICENSE N/A			N/A	LTO BAYBAY CITY			H12-14-001622	11/03/2026	
NUM BOSTOTAL BIATERO ELOCATOR NUM					en de circina				
							12/19/4		
			(Co	ntinue on separate sheet	if necessary)				
	XPERIENCE ate employmer	nt. Start from your recen	t work) Description	of duties should be	indicated in the attached	d Work Exper	ience sheet.		
B. INCLU	JSIVE DATES m/dd/yyyy)	POSITION T (Write in full/Do not	ITLE	DEPARTMENT / AGE	NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
1/01/2025	Present	Utility/Mess	enger	Department of Agricultural Education &		561.80/day	INONE PRESE	Job Order	Υ
1/01/2024	12/31/2024	Utility/Mess		Department of Ag	tension pricultural Education &	561.80/day		Job Order	Y
1/01/2023	12/31/2023	Utility/Mess	-	Department of Ag	tension pricultural Education & tension	561.80/day		Job Order	Y
1/01/2022	12/31/2022	Utility/Mess	4	Department of Ag	8,301.00		Job Order	Y	
1/01/2021	31/12/2021	Utility/Mess	enger	Department of Ag	9,961.20		Job Order	Υ	
6/03/2020	31/12/2020	Utility/Mess	enger	Department of Ag	ricultural Education & tension	8,301.00		Job Order	Υ
1/01/2018	31/12/2018	Utility/Mess	enger	Department of Ag	gricultural Education & tension	260.00/day		Job Order	Υ
4/07/2017	31/12/2017	Utility/Mess	enger		gricultural Education & tension	260.00/day	,	Job Order	Υ
1/06/2016	31/01/2017	Farm Worker/Rice Field Maintenance		Visca, Labora	240.00/day		Job Order	Υ	
1/04/2013	31/05/2016	Sweet Potato Maintenance		PhilF	240.00/day		Job Order	Y	
1/06/2011	Yam Maintenance		Department of	240.00/day		Job Order	Υ		
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(Write in fu	ш)	(mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
N/A		N/A	N/A	N/A	sign to gard	N/A	
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	(Con	dinua on sanarai	te sheet if necessar	**			
VII. LEARNING AND DEVELOPMENT (L&D				"			
30. TITLE OF LEARNING AND DEVELOPMENT IN	TERVENTIONS/TRAINING PROGRAMS	ATTE	INCLUSIVE DATES OF ATTENDANCE		Type of LD (Managerial/	CONDUCTED/ SPONSORED BY	
(Write in fi	ull)	From	n/dd/yyyy) To	NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in full)	
Reclaiming Personal Effectiveness: A Journey to So	el-Empowerment	05/28/2024	05/28/2024	8.0	Technical	Visayas State University, HRMO	
Basic Life Support with CPR 2020 Guidelines with A	AED, Foreign Body Airway Obstruction	03/04/2024	02/06/2024		Taskalasi		
and Bag Valve Mask Applications, Occupational Fire	st Aid Training		03/06/2024	24.0	Technical	Visayas State University, UDRRMSSO	
Landscape Training		06/15/2023	06/15/2023	8.0	Technical	Prof. Roden Troyo & Atty. Rysan C Guinor	
5S Training for Utility and Messengerial Personnel		11/25/2022	11/25/2022	8.0	Technical	Visayas State University	
ISO 9001:2015 Awareness/Re-awareness Webinar		13/09/2021	13/09/2021	4.0	Managerial	Visayas State University	
ISO 9001:2015 Awareness/Re-awareness Webinar		27/11/2020	27/11/2020	4.0	Managerial	Visayas State University	
Electrical Installation and Maintenance NC II		25/11/2019	22/12/2019	1 month	Technical	TESDA	
Community-Based Enterprise Development (C-Bed)	for Aspiring Entreprenuers Training	20/12/2019	22/12/2019	24.0	Technical	Baybay City Technical - Vocational Training (
Training on saftey Driving and Traffic Rules and Re	gulations	13/12/2010	13/12/2010	4.0	Technical	Visayas State University / Land Transporta Office	
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				1000000			
	(Co	ntinue on separa	nte sheet if necessa	ry)			
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NOI		CADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZA (Write in full)	
DRIVING		NONE				KABALIKAT	
GARDENING					- market son		
CLEANING			the William and	1.		and the second	
LANDSCAPING		21 222/21			14-	A STATE OF THE STA	
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DOING ELECTRICAL INSTALLATION AND		9208	N ALL		1	The second second	
DOING ELECTRICAL INSTALLATION AND	San Indian	The Landson	eparate sheet if ne	cessary)			

	person who has immediate	or recommending authority, or to the supervision over you in the Office,				
a. within the third degree?		☐ YES ☑ NO				
b. within the fourth degree (for Lo	ocal Government Unit - Care	er Employees)?	YES VO			
			If YES, give details:			
35. a. Have you ever been found gui	ilty of any administrative offer	nse?	YES NO			
33, 4, 14, 2, 4, 2, 2, 2, 2, 3, 1, 2, 3, 3, 1, 2, 3, 3, 1, 2, 3, 3, 1, 2, 3, 3, 1,	.,		YES VO If YES, give details:			
b. Have you been criminally char	rged before any court?		YES NO			
	•		If YES, give details:			
			Date Filed: Status of Case/s:	AND THE RESIDENCE OF THE PARTY		
36. Have you ever been convicted o	f any crime or violation of any	y law, decree, ordinance or regulation by	,			
any court or tribunal?	any chine of violation of any	y law, decree, ordinance of regulation by	YES VO If YES, give details:			
			ii 120, givo dotaiio.			
		following modes: resignation, retirement,	YES NO			
dropped from the rolls, dismissal in the public or private sector?	l, termination, end of term, fin	ished contract or phased out (abolition)	If YES, give details:			
38. a. Have you ever been a candida	ate in a national or local elect	ion held within the last year (except	☐ YES ☑ NO			
Barangay election)?			If YES, give details:			
 b. Have you resigned from the general election to promote/actively cam 		three (3)-month period before the last	☐ YES ☑ NO			
	· · · · ·	of Control and Con	If YES, give details:			
39. Have you acquired the status of	an infinigrant or permanent i	esident of another country?	☐ YES ☑ NO If YES, give details (country):			
				pydad seiga acgara. T		
		na Carta for Disabled Persons (RA				
		please answer the following items:	estable contribution and concentration of the state of th			
a. Are you a member of any indiger	nous group?		☐ YES ☑ NO If YES, please specify:			
b. Are you a person with disability?			YES V NO			
		If YES, please specify ID No:				
c. Are you a solo parent?			☐ YES ☑ NO If YES, please specify ID No:	NONE		
41. REFERENCES (Person not related by co	onsanguinity or affinity to applicant /a	appointee)				
NAME		ADDRESS	TEL. NO.			
LIJUERAJ J. CL	JADRA	VISCA, BAYBAY CITY, LEYTE	9567922509	6		
HENRY Y. GOL	TIANO	VISCA, BAYBAY CITY, LEYTE	9335112548	()		
GAEL BANS	ALE	VISCA, BAYBAY CITY, LEYTE	9489762630			
complete statement pursuant t Philippines. I authorize the agen	to the provisions of pertine by head/authorized represent ation made in this docum	this Personal Data Sheet which is a trent laws, rules and regulations of the stative to verify/validate the contents statement and its attachments shall caus	Republic of the	To M. Kivera Jr. PHOTO		
Government Issued ID (i.e.Passport, GSIS, S: PLEASE INDICATE ID Number and Da	SS, PRC, Driver's License, etc.)	2	and the second	A Paris		
Government Issued ID: Driver's Lisence						
ID/License/Passport No.: H12-14-001622						
Date/Place of Issuance: City of Baybay		Signature (Sign inside the bo)X)			
, , , , , , , ,		Date Accomplished	Rio	ght Thumbmark		
SUBSCRIBED AND SWORN to	before me this April	22, 2021				
		, affiant exhibiting	his/her validly issued government ID as ir	ndicated above.		
		ATTY KAREN ABEGAN S. MONTERO				
		Person Administration				
		Person Administering Oath		The second second		

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: April 7, 2017 Present
- · Position: Utility/Messenger
- Name of Office/Unit: Dept. of Agricultural Education and Extension (DAEEx)
- · Immediate Supervisor: Dr. Lijueraj J. Cuadra
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Deliver and follow-up documents to concerned offices/faculty/staff
 - o Maintain the sanitation and cleanliness of the Department
 - Sorted, collated, bounded and stapled documents, OBE syllabus and other materials
 - o Do other task as assigned by the dept. head and faculty
- Duration: June 1, 2016 March 31, 2017
- Position: Laborer (Farm Worker/Rice Field Maintenance)
- Name of Office/Unit: Visca Laboratory High School
- Immediate Supervisor: Dr. Rosario Avila
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - o Maintain the cleanliness and other activities in the farm areas
 - Maintain the sanitation and cleanliness of the Department/offices
 - Do other task as assigned by the dept. head and faculty

- Duration: April 4, 2013 May 31, 2016
- Position: Laborer (sweetpotato Maintenance)
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Dr. Dilberto O. Ferraren
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Maintain the cleanliness and other activities in the farm areas
 - o Plant and harvest sweetpotato varieties
 - Do other task as assigned by the dept. head and faculty
- Duration: January 6, 2011 March 31, 2013
- Position: Laborer (Yam Maintenance)
- Name of Office/Unit: Dept. of Pest Management
- Immediate Supervisor: Dr. Lim
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Maintain the cleanliness and other activities in the farm areas
 - o Plant and harvest yam varieties
 - Do other task as assigned by the dept. head and faculty

JUANITO M. RIVERA, JR.

(Signature over Printed Name of Employee/Applicant)

Date: 4725