

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	CAINTIC		
FIRST NAME	LENITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LAPASANDA		
3. DATE OF BIRTH (mm/dd/yyyy)	11 / 21 / 1963	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, LAYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s: abandoned since 2005	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay Sta. Cruz City/Municipality Baybay City Province Layte
7. HEIGHT (m)	5'1"	ZIP CODE	6521
8. WEIGHT (kg)	60 kgs	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay Sta. Cruz City/Municipality Baybay City Province Layte
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.		19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	1211-2568-1068	20. MOBILE NO.	09978892434
12. PHILHEALTH NO.		21. E-MAIL ADDRESS (if any)	lapasanda.lenita@yahoo.com
13. SSS NO.			
14. TIN NO.	922-434-128		
15. AGENCY EMPLOYEE NO.	V-00584		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME			Gayle L. Caintic	11-18-1990
MIDDLE NAME			Grace L. Caintic	3-12-1994
OCCUPATION			Glyza L. Caintic	10-10-1996
EMPLOYER/BUSINESS NAME	N/A		Glenn Paulo L. Caintic	4-1-1999
BUSINESS ADDRESS			Gian Adel L. Caintic	8-12-2004
TELEPHONE NO.				
24. FATHER'S SURNAME	LAPASANDA			
FIRST NAME	DIOSCORO			
MIDDLE NAME	MATONDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VARRON			
FIRST NAME	MERCEDES			
MIDDLE NAME	GALONIA			

(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	Sta. Cruz Elementary School		6-1971	3-1976			
SECONDARY	Baybay High School		6-1977	3-1980			
VOCATIONAL / TRADE COURSE	Visayas State Colleges Agriculture	Sewing	5-1998	5-1998	3rd yr College 105 units		
COLLEGE	Visayas State Colleges Agriculture	Bachelor of Science in Dev. Communication	6-1998	3-1998			
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	LCaintic	DATE	6-28-2018	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Lahug Women's Organization	1-2016	2-2017	2/mo	Member
	Sitio Rio das (chapel President) Lahug, Cebu City	5-2014	2-2017	3 yrs	President

(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)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

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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:

no ID yet

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

NAME	ADDRESS	TEL. NO.
Mr. Rigoal Tarnio	Brgy. Guadalupe Baybay	
Ms. Alicia Flores	Brgy. Guadalupe Baybay	
Mr. Suancho Lao	Baybay City Leyte	

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: UMID - 006 - 0096 - 1162 - 7

ID/License/Passport No.:

Date/Place of Issuance: 2005 Cebu City

Signature (Sign inside the box)

6-28-2014

Date accomplished

Right Thumbmark

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

ATTY. RYAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Includes only the work experiences relevant to the position being applied to.
 2. The duration should include start and finish dates, if known, month in abbreviation 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.

Position Applied: Stocks in charge, Food Server at night

- Duration: April 10, 2017 - Present
- Position: Stocks in charge, Food Server at night
- Name of Office/Unit: VSU, Guesthouse, Baybay City
- Immediate Supervisor: Ms. Besejina Larrasa
- Name of Agency/Organization and Location: VSU, Guesthouse, Baybay, City,

- List of Accomplishments and Contributions (if any)

○
○

- Summary of Actual Duties

○ stocks in-charge from 8:00 am to 5:00 pm and volunteer food server during dinner.

- Duration: June, 2001 - Mar. 2017
- Position: Guesthouse, Cafetaker
- Name of Office/Unit: VSU, Cebu Office Cebu City
- Immediate Supervisor: Nevin D. Pacarda
- Name of Agency/Organization and Location: VSU, Cebu Office, Cebu City

- List of Accomplishments and Contributions (if any)

○
○

- Summary of Actual Duties

Receiving guests from Main and External Campuses,
Taking Care of Office when All Staffs are out on field,
Cleaning and maintaining the whole VSU Cebu premises,
Opening and closing of gate for guests during office and beyond curfew hour, specially guests who are taking the last trip supercat and guests from airport.

Lenita L. Caintic

Signature over Printed Name
of Employee/Applicant

Date: 6 - 28 - 2018

