

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	POLE		
FIRST NAME	LUCIO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	CARTA		
3. DATE OF BIRTH (mm/dd/yyyy)	07/23/1973	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, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	5'5		House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	64 KG	ZIP CODE	6521-A
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	
10. GSIS ID NO.	2004796898		House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	916195161091	ZIP CODE	6521-A
12. PHILHEALTH NO.	13-200413033-6		
13. SSS NO.	3339426129	19. TELEPHONE NO.	N/A
14. TIN NO.	947-762-563	20. MOBILE NO.	N/A
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	N/A

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	POLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANGELIT A	NAME EXTENSION (JR., SR)	ALLANA MAE P. POLE	12/18/2002
MIDDLE NAME	OMAPAS		JUNJIE P. POLE	01/27/1999
OCCUPATION	HOUSE WIFE		ANGELICA P. POLE	03/25/1997
EMPLOYER/BUSINESS NAME	N/A		ARDE JOHN P. POLE	11/08/1995
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	POLE			
FIRST NAME	LICIO	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	NEMENCIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CARTA			
FIRST NAME	EUTIQUIA			
MIDDLE NAME	FLORES			

(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION GRADUATE	1981	1987		1987	N/A
SECONDARY	BAYBAY HIGH SCHOOL	SECONDARY EDUCATION GRADUATE	1987	1991		1991	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	N/A	N/A					
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 11, 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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[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]

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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: _____

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

NAME	ADDRESS	TEL. NO.
DR. JOSE L. BACUSMO	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	9173108076
ENGR. MARIO LILIO P. VALENZONA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	9176341514
ENGR. MARLON G. BURLAS	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	9176341520

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.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V000895

Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)
01/18/19
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 22 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

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: July 1, 2009- December 2018
- Position: Construction Foreman
- Name of: General Services Division
- Immediate Supervisor: Engr. Mario Lilio Valenzona
- Name of Agency/Organization and Location: VSU, Visca, Baybay City Leyte
- List of Accomplishments and Contributions (if any)
 - Repair of Ceiling, Roofing, Filing of Concrete Hollow Blocks, Flooring, Tiles installation, Plastering of wall.

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties: Monitoring of Job Order worker, inspection of Building. Estimate of Buildings.

Attachment to CS Form No. 212



LUCIO C. POLE JR.

(Signature over Printed Name
of Employee/Applicant)

Date: 01/12/19