

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.** (If do not fill up. For CSIC use only)

I. PERSONAL INFORMATION

2. SURNAME	BASLAN		
FIRST NAME	MARIA FE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	ASILOM		
3. DATE OF BIRTH (mm/dd/yyyy)	3/2/1960	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	FILIPINO	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details	Pls. indicate country: Philippines
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	
7. HEIGHT (m)	1.30 M.	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	78 kg		SITIO LAPAWON BARANGAY STO. ROSARIO
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. CRIS ID NO.	GSIS/CRN#006-0118-6701-6		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	Pag-ibig ID/RTN#913217525966		City/Municipality Province
12. PHIL HEALTH NO.	#1300-0014-4720		6521
13. SSC NO.	none	18. PERMANENT ADDRESS	House/Block/Lot No. Street
14. TIN NO.	116-623-195		SITIO LAPAWON BARANGAY STO. ROSARIO
15. AGENCY/EMPLOYEE NO.	BP# 2001717843		Subdivision/Village Barangay
		19. TELEPHONE NO.	BAYBAY CITY LEYTE
		20. MOBILE NO.	City/Municipality Province
		21. E-MAIL ADDRESS (if any)	6521
			NONE
			Cell# 09050046278
			mariafebaslan@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BASLAN		23. NAME of CHILDREN (Write full name and initial)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NARCISO , SR	NAME EXTENSION (JR., SR.)	Narciso A. Baslan, Jr.	Oct. 27, 1990
MIDDLE NAME	MAZO		Junah Marie A. Baslan	Jan. 20, 1992
OCCUPATION	FISHERMAN		Jonas A. Baslan	Jan. 13, 1993
EMPLOYER/BUSINESS NAME	none		Jonathan A. Baslan	Oct. 20, 1994
HOME-REAR ADDRESS	none		Jaymar A. Baslan	Feb. 12, 1996
TELEPHONE NO.	none		Jumari A. Baslan	Nov. 09, 1998
24. FATHER'S SURNAME	ASILOM			
FIRST NAME	VICENTE (deceased)	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	JACA			
25. MOTHER'S MAIDEN NAME	GUCELA			
SURNAME	ASILOM			
FIRST NAME	SUSANA (deceased)			
MIDDLE NAME	BORINAGA			

(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
			From	To		
ELEMENTARY	BAYBAY SOUTH CENTRAL SCHOOL	Primary Education	y 1967 to	y 1973	Gr. VI	y - 1973
SECONDARY	BAYBAY HIGH SCHOOL	High School Education	y 1973 to	y 1977	4th yr	y - 1977
VOCATIONAL TRADE COURSE						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC) Baybay, Leyte	BS Secretarial (graduated)	y 1977 to	y 1979	2-yrs.	y - 1979
GRADUATE STUDIES	Undergrad (Commerce)					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/17
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V. WORK EXPERIENCE

INCLUSIVE DATES (month/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY PER RHH	GRADE & STEP (For 1-100% INCREMENT)	STATUS OF APPOINTMENT	GOVT. SERVICE (Y/N)
From	To						
1/1/2017	present	Administrative Aide IV	VISAYAS STATE UNIVERSITY	P151092.00pa	4	Permanent	yes
1/1/2016	12/31/2015	Administrative Aide IV	VISAYAS STATE UNIVERSITY	145236.00pa	4	Permanent	yes
3/1/2015	12/31/2015	Administrative Aide IV	VISAYAS STATE UNIVERSITY	139620.00pa	4	Permanent	yes
6/1/2012	2/28/2015	Administrative Aide IV	VISAYAS STATE UNIVERSITY	156226.00pa	4	Permanent	yes
2/1/2012	5/31/2012	Administrative Aide IV	VISAYAS STATE UNIVERSITY	129156.00pa	4	Permanent	yes
5/1/2011	2/28/2012	Administrative Aide IV	VISAYAS STATE UNIVERSITY	127542.00pa	4	Permanent	yes
6/24/2010	5/31/2011	Administrative Aide IV	VISAYAS STATE UNIVERSITY	118176.00pa	4	Permanent	yes
7/1/2009	6/23/2010	Administrative Aide IV	VISAYAS STATE UNIVERSITY	108828.00pa	4	Permanent	yes
3/1/2009	6/30/2009	Administrative Aide IV	VISAYAS STATE UNIVERSITY	99480.00pa	4	Permanent	yes
7/1/2008	2/28/2009	Administrative Aide IV	VISAYAS STATE UNIVERSITY	97044.00pa	4	Permanent	yes
7/1/2007	6/30/2008	Administrative Aide IV	VISAYAS STATE UNIVERSITY	86224.00pa	4	Permanent	yes
3/1/2006	6/30/2007	Administrative Aide IV	LEYTE STATE UNIVERSITY	80298.00pa	4	Permanent	yes
12/1/2004	2/28/2006	Administrative Aide IV	LEYTE STATE UNIVERSITY	78264.00pa	4	Permanent	yes
3/1/2003	11/30/2004	REMO II	LEYTE STATE UNIVERSITY	78264.00pa	3	Permanent	yes
1/1/2003	2/28/2003	REMO I	LEYTE STATE UNIVERSITY	66136.00pa	3	Permanent	yes
12/17/2002	12/31/2002	REMO I	LEYTE STATE UNIVERSITY	66136.00pa	3	Permanent	yes
7/1/2002	12/31/2001	REMO I	LEYTE STATE UNIVERSITY	66466.00pa	3	Permanent	yes
1/1/2000	6/30/2001	REMO I	Visayas State College of Agriculture	63312.00pa	n/a	Permanent	yes
12/17/1999	12/31/1999	REMO I	Visayas State College of Agriculture	57542.00pa	n/a	Permanent	yes
1/1/1999	12/31/1997	Clerk I	Visayas State College of Agriculture	237.64/d	n/a	casual	yes
1/1/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	226.27/d	n/a	casual	yes
1/1/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	179.82/d	n/a	casual	yes
1/1/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	134.36/d	n/a	casual	yes
1/1/1993	12/31/1990	Clerk I	Visayas State College of Agriculture	98.00/d	n/a	casual	yes
12/14/1987	6/30/1989	Clerk	Visayas State College of Agriculture	38.15/d	n/a	casual	yes
3/1/1987	12/13/1987	Clerk	Visayas State College of Agriculture	28.15/d	n/a	casual	yes
7/1/1986	2/28/1987	Clerk	Visayas State College of Agriculture	24.60/d	n/a	casual	yes
1/1/1985	6/30/1986	Clerk	Visayas State College of Agriculture	22.25/d	n/a	casual	yes

SIGNATURE	<i>[Signature]</i>	DATE	4/25/17
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CS FORM 212 (Revised 2017) Page 2 of 4

Service (Inclusive Date)	RECORD OF APPOINTMENT Position Title	OFFICE ENTITY/DIV . Department/Agency.	Monthly Salary Salary	Status Grades	Gov.t Appt. Service
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)


## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

| SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|----------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| Encoding                   | VPA - Visca Personnel Association - Member                     | BEC - Basic Ecclestial Community - Active                     |
| Playing Volleyball         |                                                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |
|                            |                                                                |                                                               |

(Continue on separate sheet if necessary)

|           |                                                                                     |      |         |
|-----------|-------------------------------------------------------------------------------------|------|---------|
| SIGNATURE |  | DATE | 4/25/17 |
|-----------|-------------------------------------------------------------------------------------|------|---------|



|                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____                                                                                                                                                        |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?                                                                                                                                                                                                                                       | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br>Date Filed: _____<br>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?                                                                                                                                                                                                                                         | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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?                                                                                                                      | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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)?<br><br>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?                                                           | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____                                                                                                                     |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?                                                                                                                                                                                                                                                                               | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?                                                      | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) |                                        |          |
|------------------------------------------------------------------------------------------|----------------------------------------|----------|
| NAME                                                                                     | ADDRESS                                | TEL. NO. |
| Brgy. Captain - Benito O. Abapo                                                          | Brgy. Sto. Rosario, Baybay City, Leyte | none     |
|                                                                                          |                                        |          |
|                                                                                          |                                        |          |

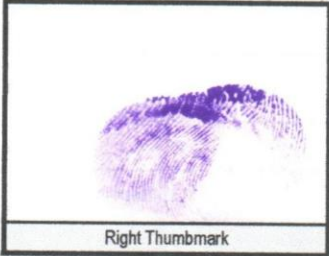
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.)<br>PLEASE INDICATE ID Number and Date of Issuance |                                |
| Government Issued ID:                                                                                                          | VSU ID# VOOO091                |
| ID/License/Passport No.:                                                                                                       | none                           |
| Date/Place of Issuance:                                                                                                        | VSU, Visca, Baybay City, Leyte |

|                                 |
|---------------------------------|
|                                 |
| Signature (Sign inside the box) |
| 4/28/17                         |
| Date Accomplished               |



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 26 2017, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. RYSA C. GUINOCOR**  
NOTARY PUBLIC  
Person Administering Oath  
UNTIL DECEMBER 31, 2017

PTR 019-259-BAYBAY/LEYTE-11/21/17  
IBP 1030924-TAGLOBAN CITY-12/19/16  
MCLE COMP. NO. V-000052-07/2015  
ROLL OF ATTORNEYS NO. 57467