CS Form No. 212 Revised 2017								and the state of
Revised 2017	PERSO	NAL DAT	A SH	EE				and the second
WARNING: Any misrepresenta	tion made in the Personal Data Sheet and the	Work Experience Sheet sh	all cause the fi	iling of adm	ninistrative/c	riminal case/s ag	ainst the per	son
concerned.	TO FILLING OUT THE PERSONAL DATA SHEE					A /Alvoi8839	547591	11 118 1-140
Print legibly. Tick appropriate boxes	() a use separate sheet if necessary. Indicate N				1. CS ID No.		(Do not fill up. F	or CSC use only)
I. PERSONAL INFORMATIO								
2. SURNAME	BALO					NAME EXTENSION (JR.,	SR) N/A	
FIRST NAME	MARIA PRECILLA							
MIDDLE NAME	PABE							
DATE OF BIRTH (mm/dd/yyyy)	12/14/1995	16. CITIZENSHIP	✓ Filipino ☐ Dual Citizenship ☐ by birth ☐			by naturali	zation	
4. PLACE OF BIRTH	BACOOR, CAVITE	If holder of dual citize	enship,			Pls. indicate country:		Zauom
5. SEX	☐ Male ☑ Female	please indicate the d	etails.	Philippines	;			-
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS		N/A			PUROK 3	
	☐ Widowed ☐ Separated ☐ Other/s:		Hou	ISE/Block/Lot N N/A	0.		Street MASLUG	
		and the second second second second		bdivision/Villag			Barangay LEYTE	
7. HEIGHT (m)	1.52	United the state of the state o	1	ity/Municipality			Province	
8. WEIGHT (kg)	64	ZIP CODE		st instrict for	.593	6521		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Hou	N/A use/Block/Lot N	lo.	TOTAL AL	PUROK 3 Street	
10. GSIS ID NO.	2005854755	CHANGE TO THE	N/A Subdivision/Village			37 O LESSON A	MASLUG Barangay	
11. PAG-IBIG ID NO.	1212-0819-3021	ASTREACTOR Y RESERVED	BA	AYBAY CIT	Υ		LEYTE Province	The state of the s
12. PHILHEALTH NO.	13-025475820-6	ZIP CODE	6521					
13. SSS NO.	34-7865244-3	19. TELEPHONE NO.	(053)-563-1236					
14. TIN NO.	706-586-185	20. MOBILE NO.	0965-570-5131					
15. AGENCY EMPLOYEE NO.	V01233	21. E-MAIL ADDRESS (if any)	precilla.b	alo@vsu	ı.edu.ph			
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all) DAT			DATE OF BIRT	TE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A		N/A			
MIDDLE NAME	N/A					and the state of		
OCCUPATION	N/A							
EMPLOYER/BUSINESS NAME	N/A							
BUSINESS ADDRESS	N/A							
TELEPHONE NO.	N/A							
24. FATHER'S SURNAME	BALO				· · · · · ·			
FIRST NAME	PROCESD	NAME EXTENSION (JR., SR) N/A						
MIDDLE NAME	SALAR							
25. MOTHER'S MAIDEN NAME								
SURNAME	PABE						1	
FIRST NAME	GILNA							
MIDDLE NAME	COTACTE			(0	Continue on se	parate sheet if neces	sary)	
III. EDUCATIONAL BACK								
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
ELEMENTARY	MASLUG ELEMENTARY SCHOOL	PRIMARY EDUCATION		2003	2009	GRADUATED	2009	VALEDICTO
SECONDARY	PLARIDEL NATIONAL HIGH SCHOOL	HIGH SCHOOL		2009	2013	GRADUATED	2013	SALUTATO RIAN
VOCATIONAL / TRADE COURSE	N/A	N/A		N/A	N/A	N/A	N/A	N/A

BACHELOR OF SCIENCE IN 2013 GRADUATED 2017 CUM LAUDE VISAYAS STATE UNIVERSITY 2017 ECONOMICS FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, COLLEGE BACHELOR OF SCIENCE IN 21 UNITS 2019 2020 2019 N/A SECONDARY EDUCATION EARNED LEYTE INCORPORATED N/A N/A N/A GRADUATE STUDIES N/A N/A N/A N/A SIGNATURE

DATE March 21, 2022

V. CIVIL S	ERVICE ELIC	GIBILITY		_				•	
7. CARE	ER SERVICE/ RA	1080 (BOARD/ BAR) UNDER	RATING	DATE OF	DI ACE OF EVAMINIA	TION / CONFEE	DAJENT	LICENSE (if a	
	RANGAY ELIGIBI	SPECIAL LAWS/ CES/ CSEE (If Applicable) EXAMINATION / CONFERMENT CONFERMENT CONFERMENT				MEN I	NUMBER	Date of Validity	
HONOR GRA		SSIONAL PD-907-	N/A	6/30/2017		CSCR08, PALO, LEYTE			6/14/2017
NON-PROFESSIONAL DRIVER'S LICENSE N/A			N/A	11/20/2015	OFFICE, BAYBAY CITY, YTE		H12-15-003082	11/20/201	
							444		
9	(, 8), 23(11-)		(Co	ontinue on separate shee	t if necessary)				
	EXPERIENCE	: ent. Start from your recen				ed Work Exp	perience shee	ot.	
	JSIVE DATES m/dd/yyyy)	POSITION TI (Write in full/Do not			SENCY / OFFICE / COMPANY	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From 1/25/2021	To PRESENT	ADMINISTRATIVE AIDE I	I		CIVIL ENGINEERING,	13,542.00	INCREMENT N/A	REGULAR	Y
3/15/2018	1/24/2021	ADMINISTRATIVE AIDE			NIVERSITY REGISTRAR,	9,961.20	N/A	JOB ORDER	Y
7/22/2017	3/14/2018	EXPANDED STUDENT'S PROGRAM FOR POVERT			DENT SERVICES OFFICE STATE UNIVERSITY	6,600.00	N/A	JOB ORDER	Y
100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0									
SIGN	ATURE	Country	allo#	ontinue on separate she	ot if necessary) DATE		March	21, 2022	

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT			ORGANIZATIO)N/S		
29. NAME & ADDRESS OF OF (Write in full)			VE DATES dd/yyyy)	NUMBER OF HOURS	CHARGE AND	POSITION / NATURE OF WORK	
ASLUG EXECUTIVE COMMITTEE		6/4/2018	6/13/2018	40.0	COMMITTEE		
PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING			5/15/2015 5/15/2015		WATCHER		
VII. LEARNING AND DEVELOPMENT (L&D)			sheet if necessary	0			
Start from the most recent L&D/training program and includ	e only the relevant L&D/training taken for th		s for Division Chie	f/Executive/Manage	CHEST TO ST		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTE	NDANCE ddd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
RE-ORIENTATION SEMINAR ON THE REPORT OF THE MANAGEMENT INFORMATION		2/22/2022	2/22/2022	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY	
RE-ORIENTATION OF EMPLOYEES' DU RESPONSIBILITIES AND GOOD CUSTO	The second secon	9/23/2021	9/23/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY	
CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE A SHOT? CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: THE BASICS OF			2/23/2021	8.0	N/A MANAGERIAL	VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY	
RECORDS MANAGEMENT AND RECORDS CON SOURCE STATEMENT OF THE STATEMENT OF TH		11/27/2020	11/27/2020	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY	
DOCUMENT TRACKING SYSTEM		11/13/2020	11/13/2020	3.0	TECHNICAL	HUMAN RESOURCE INFORMATION SYSTEM	
DRIENTATION WORKSHOP AMONG JO CLERK	S & LABORATORY TECHNICIAN	1/15/2019	1/15/2019	8.0	MANAGERIAL	VISAYAS STATE UNIVERSITY	
GENDER SENSITIVITY TRAINING FOR THE ADM		11/9/2018	11/9/2018	8.0	MANAGERIAL	VISAYAS STATE UNIVERSITY	
STAFF ORIENTATION ON BASIC CUSTOMER SERVICE AND WORK VALUES			5/9/2017	8.0	MANAGERIAL	VISAYAS STATE UNIVERSITY	
ENTREPRENEURSHIP AND EXPORT COMPETITIVENESS SEMINAR			3/17/2017	8.0	N/A	VISAYAS STATE UNIVERSITY	
ENTREPRENEURSHIP AND EXPORT COMPETITIVENESS SEMINAR OPEN DATA WORKSHOP			3/15/2017	8.0	N/A	VISAYAS STATE UNIVERSITY	
WORKSHOP ON ECONOMIC RESEARCH METHODS			13/01/2017	40.0	N/A	VISAYAS STATE UNIVERSITY	
20TH NATIONAL CONFERENCE & 2ND INTERNA	ATIONAL CONFERENCE	11/24/2016	11/26/2016	24.0	N/A	COUNCIL OF ECONOMICS EDUCATORS, IN	
ECONOMIC LITERACY FORUM	276.27	11/18/2016	11/18/2016	8.0	N/A	VISAYAS STATE UNIVERSITY	
The process of the second seco	A LONG TO THE RESIDENCE OF THE PARTY OF THE	Carrier Age Springer B	The second		27/11/11		
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lenguage of law		JAM DE	ava				
	501	HATTER	18			CRIA CAO A MEMARA	
The same to the same of the sa	AN 40 (0) 36 1 40 MA	95 (B)	SHID U			AMOLD B. LOHETO LE	
		mark in	Free	and have			
		Elical br	N ASIN A		Down D	Control (Notice of State of St	
	rint an Alvay inta	ur infosi	1 1 518	Heininot	gles we have	e ecistasegnos e sala ja	
- Non-Selection (NA) - (Marie)						a scoop, resealed a chargital	
	<u></u>	ntinue on senarate	sheet if necessar	v)	WENTERSON		
VIII. OTHER INFORMATION	(60)						
31. SPECIAL SKILLS and HOBBIES	32. NO		INCTIONS / RECO	GNITION	water of the second	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)	
DATA ANALYSIS SKILLS	V/A (Write in full)					YOUNG ENONOMIST SOCIETY (YES)	
COMPUTER SKILLS (MS WORD, EXCEL,	A STATE OF THE STA					YOUNG ENONOMIST SOCIETY (YES)	
POWERPOINT, PUBLISHER, ETC.) INTERPERSONAL SKILLS			2022 A	7 APR	COMMISSION ON YOUTH (COY)		
LEADERSHIP SKILLS			Ά			COMMISSION ON YOUTH (COY)	
			-				
	(Co	ntinue on separat	e sheet if necesser				
SIGNATURE	Support	A			ATE	March 21, 2022	

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	# 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		•		
	a. within the third degree?b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	YES J			
	The state of the s	0.91	If YES, give details:			
35.	Have you ever been found guilty of any administrative offer	☐ YES ☑ NO If YES, give details:				
	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of ar any court or tribunal?	☐ YES ☑ NO If YES, give details:				
37.	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en (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 Barangay election)?	☐ YES ☑ NO If YES, give details:				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:				
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	ana Carta for Disabled Persons (RA				
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),					
a.	Are you a member of any indigenous group?	A A A A A A A A A A A A A A A A A A A	YES [✓ NO		
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:				
C.	Are you a solo parent?	an diodesia, audient	☐ YES [If YES, please specify ID N	☑ NO No:		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /					
	NAME	ADDRESS	TEL. NO.			
_	GLADYS G. DOYDORA MARWEN A. CASTAÑEDA	VSU, DEPARTMENT OF CIVIL ENGINEERING VSU, OFFICE OF THE UNIVERSITY	565-0600 LOCAL 1020 565-0600 LOCAL			
_	MANOLO B. LORETO, JR.	REGISTRAR VSU, OFFICE OF THE DEAN OF STUDENTS	1067 565-0600 LOCAL 1070			
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	d this Personal Data Sheet which is a tent laws, rules and regulations of the entative to verify/validate the contents state	rue, correct and Republic of the ed herein.	MARIA PRECILLA P. BALO PHOTO		
	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) **LEASE INDICATE ID Number and Date of Issuance**					
G	overnment Issued ID: LTO-DRIVER'S LICENSE					
	//License/Passport No.: H12-15-003082	ox)				
D	ate/Place of Issuance: 11/20/2015, BAYBAY CITY, LEYT	March 21, 2022 Date Accomplished		Right Thumbmark		
	SUBSCRIBED AND SWORN to before me this	APR 2022 , affiant exhibition	ng his/her validly issued gover	rnment ID as indicated above.		
		ATTY, MYSYA C. GUINOCOR VSU Gura Legari Officer				
		Person Administering Oa	th			

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: January 25, 2021-present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Gladys G. Doydora
- Name of Agency/Organization and Location: Visayas State University-Visca, Baybay City, Leyte
 - Summary of Actual Duties Responsible in performing administrative and technical tasks such as preparing documents needed for accreditation; performing the functions of the Document and Records Controller (DRC) within the Department of Civil Engineering (issuing, maintaining, retrieving and controlling controlled documents; maintains records by sorting and filing the same for efficient reference, search and retrieval); provides frontline services by answering queries and request from students and other clients; prepares draft communications of the department and other documents required for final action by the department head; prepares reports such as cash advance, reimbursements, purchase requests, travel order, trip tickets, faculty workload and other office documents and performing other related tasks as maybe assigned by the head from time to time.
- Duration: March 15, 2018-January 24, 2021
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Office of the University Registrar
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Visayas State University-Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 100% of students/graduates received their requested documents
 - Summary of Actual Duties
 Responsible in performing administrative and technical tasks such as encoding and
 updating records, preparing documents requested and filing documents of students in the
 permanent record envelope and do other duties assigned by the Registrar.

MARIA PRECILLA P. BALO
(Signature over Printed Name of Employee/Applicant)

Date: March 21, 2022