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 FO<u>RM.</u> 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) 2. SURNAME **GRAVADOR** NAME EXTENSION (JR., SR) FIRST NAME MERLE MIDDLE NAME **NARIO** 3. DATE OF BIRTH MAY 10,1959 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH TACLOBAN CITY If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female -Single ✓ Married 17. RESIDENTIAL ADDRESS APARTMENT 68 KILBOURNE 6 CIVIL STATUS Widowed Separated House/Block/Lot No Street VSU PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY CITY LEYTE 5'3 7. HEIGHT (m) City/Municipality Province 55 KG. 8. WEIGHT (kg) ZIP CODE 6521 MANLURIP, SAN JOSE 18. PERMANENT ADDRESS AREA-6 9. BLOOD TYPE "0" House/Block/Lot No Street 84 10. GSIS ID NO. 59051002941 Subdivision/Village Barangay TACLOBAN CITY 11. PAG-IBIG ID NO. 1700-0026-9244 I FYTF City/Municipality 12. PHILHEALTH NO 13-000015305-3 ZIP CODE 6500 13. SSS NO. N.A. 19. TELEPHONE NO. 053-563-7323 (OFFICE) 14. TIN NO. 917-640-609 09268403954 20. MOBILE NO 15. AGENCY EMPLOYEE NO. VO0609 21. E-MAIL ADDRESS (if any) Mngravad@.yahoo.com 22. SPOUSE'S SURNAME GRAVADOR 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) ERWIN ROMMEL N. GRAVADOR **MIGUEL** FIRST NAME 9/2/1980 MIDDLE NAME GALANZA EDWARD N. GRAVADOR 4/29/1982 OCCUPATION DRIVER MIGUEL N. GRAVADOR 5/24/1983 EMPLOYER/BUSINESS NAME SELF-EMPLOYED LUZ N. GRAVADOR 7/16/1988 **BUSINESS ADDRESS** N.A. TELEPHONE NO N.A. 24. FATHER'S SURNAME **NARIO** NAME EXTENSION (JR., SR) FIRST NAME **FLORO** MIDDLE NAME GASPAY MOTHER'S MAIDEN NAME MILLANO SURNAME **NARIO** TRINIDAD FIRST NAME MIDDLE NAME **GASPANG** (Continue on separate sheet if necessary) SCHOLARSHIP/ NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE I FVFI YEAR **ACADEMIC** UNITS EARNED HONORS RECEIVED (Write in full) (Write in full) GRADUATED (if not graduated) То ELEMENTARY SAN FERNANDO CENTRAL SCHOOL PRIMARY EDUCATION 1966 1971 **DIPLOMA** SECONDARY LEYTE NATIONAL HIGH SCHOOL SECONDARY EDUCATION 1971 1974 **DIPLOMA** VOCATIONAL / N.A. N.A. N.A. TRADE COURSE COLLEGE LEYTE COLLEGES **SECRETARIAL** 1978 1979 32 UNITS N.A. **GRADUATE STUDIES** (Continue on separate sheet if necessary) SIGNATURE mor DATE 01/12/2017 CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVILS	ERVICE ELIGI	BILITY							
27. CAREE		080 (BOARD/ BAR) UNDER VS/ CES/ CSEE	RATING	DATE OF EXAMINATION /	PLACE OF EXAMINA	TION / CONFER	MENT	LICENSE (if a	oplicable) Date of
BAF		TY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	TOTAL OF EXAMINA	E.A. JOHI EN		NUMBER	Validity
	N.A		N.A.	N.A.	N	.A.			
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			(Co.	ntinue on separate sheet	if necessary)				
	EXPERIENCE	nt. Start from unity races	at work) Decoring	on of duties should l	be indicated in the attach	ad Wark Eve	varianca chas		
28. INCLU	USIVE DATES						SALARY/ JOB/ PAY GRADE (if		GOVT
	nm/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY II/Do not abbreviate)	MONTHLY SALARY	applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	SERVICE (Y/N)
From 1/1/2018	To	ADM.AID	= III		PRPEO	44 200 000	INCREMENT	CACHAI	COVET
	PRESENT					11,386.98/M		CASUAL	GOVT
1/1/2017	12/31/2017	ADM.AID			PRPEO	11,386.98/M		CASUAL	GOV'T
1/1/2016	12/31/2016	ADM.AID			PRPEO	10,882.96/M		CASUAL	GOV'T
1/1/2014	12/31/2015	ADM.AID			PRPEO	10,400.94/M	,	CASUAL	GOV'T
7/1/2013	12/31/2013	ADM.AID	E III		PRPEO	9,628.08/M		CASUAL	GOV'T
4/1/2012	6/30/2013	ADM.AID	E III		PRPEO	8,853.90/M		CASUAL	GOV'T
1/1/2011	3/31/2012	ADM.AID	EI	1	PRPEO	7,575.04/M		CASUAL	GOVT
1/1/2010	12/31/2010	ADM.AID	EI		PRPEO	6,862.02/M		CASUAL	GOVT
7/1/2008	12/31/2009	ADM.AID	EI		PRPEO	6,149.00/M		CASUAL	GOVT
7/1/2007	6/30/2008	ADM.AID	EI		PRPEO	5,589.98/M		CASUAL	GOV'T
3/1/2004	6/30/2007	ADM.AID	ΕI		PRPEO	5,082.00/M		CASUAL	GOV'T
1/1/2004	2/29/2004	UTILITY WO	RKER	1	PRPEO	5,082.00/M		CASUAL	GOVT
1/1/2002	12/31/2003	UTILITY WO	RKER		PRPEO	5,082.00/M		CASUAL	GOV'T
7/1/2001	12/31/2001	UTILITY WO	RKER		PRPEO	5,082.00/M		CASUAL	GOV'T
1/1/2000	6/30/2001	UTILITY WO			PRPEO	4,840.00/M		CASUAL	GOV'T
7/1/1999	12/31/1999	UTILITY WO			PRPEO	4,400.00/M		CASUAL	GOVT
2/15/1999	6/30/1999	UTILITY WO			PRPEO	4,400.00/M		CASUAL	GOVT
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SIGN	ATURE	Mnox.	-	DATE	t 12/18		CS FORM 2	12 (Revised 2017),	Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN	I CI YON-GOVER			JNTARY ORGA	TION/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK	
N.A.		N.A.	N.A.	N.A.	N.A.		
						-	
				1			
VII. LEARNING AND DEVELOPMENT (L&D) II		(Continue on sep					
VII. LEARNING AND DEVELOPMENT (L&D) II (Start from the most recent L&D/training program and include)					Executi ve/Mə nageria	al positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIV S ATTE (mm/	VE DATES OF ENDANCE (/dd/yyyy)	NUMBER OF HOURS	Type of LD	CONDUCTED/ SPONSORED BY (Write in full)	
ENHANCEMENT SEMINAR -WORKSHOP(ISO 9001:201	15)	3/2/2017	3/3/2017			VSU,CCE BUILDING	
5'S & RECORDS MANAGEMENT		2/18/2017				VSU,CCE BUILDING	
FULL AWARENESS TRAINING COURSE (ISO 9001:201	15)	3/2/2017	1/27/2017	-		VSU,CCE BUILDING	
INDIVIDUAL WORK INSTRUCTION IN PREPARATION I	SO ACCREDITATION	4/23/2015	4/24/2015			VSU,CEBU OFFICE	
PERSONALITY DEV.SEMINAR FOR FRONTLINERS		9/20/2012				VSU,CCE BUILDING	
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	,						
	×					,	
		(Continue on sep	parate sheet if ned	cessarv)			
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES 32.	NC	ON-ACADEMIC DI	ISTINCTIONS / RE (Write in full)	ECOGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
N.A.			N.A.			N.A.	

A rey pur winded by consulting for a fill	4							
a. within the fourth degree (for Local Government Unit - Career Employees)? b. within the fourth degree (for Local Government Unit - Career Employees)? c. a. Have you ever been found guity of any administrative offerse? b. Have you been criminally charged before any court? c. b. Have you been criminally charged before any court? c. b. Have you been criminally charged before any court? c. b. Have you been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? 35. Have you ever been separated from the service in any of the following modes: resignation, referement, dropped from the service in any of the following modes: resignation, referement, dropped from the service in any of the following modes: resignation, referement, dropped from the service in any of the following modes: resignation, referement, dropped from the service in any of the following modes: resignation, referement, dropped from the service in any of the following modes: resignation, referement, dropped from the service during the three (3)-month period before the last in the public or private sector? 36. Have you ever been a candidate in a national or local adection head within the last year (except large year except large year year year year year year year yea	34.	chief of bureau or office or to the person who has immediate						
b. within the fourth degree (for Local Government Unit - Career Employees)? Status No If YES, give details:			VES VINO					
If YES, give details:								
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b. Have you been criminally charged before any court? YYES, give details: YYES, give details: Status of Casels: No YYES, give details: YYES, gi				i i i i i i i i i i i i i i i i i i i				
b. Have you been criminally charged before any court? YYES, give details: YYES, give details: Status of Casels: No YYES, give details: YYES, gi	35	a Have you ever been found quilty of any administrative offer	nse?					
b. Have you ever been criminally changed before any court? YES No YES No Status of Caselos	33.	a. Have you ever been found gainly or any administrative one						
If YES, give details: Status of Case is: YES, give details: Status of Case is: Stat				II 123, give details.				
If YES, give details: Status of Case is: YES, give details: Status of Case is: Stat								
Date Fled: Status of Casels:		b. Have you been criminally charged before any court?						
Status of Casels: Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any count or tribunal?			11.2					
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: YES YES NO YES, give details: YES YES YES, give details: YES YES, give details: YES YES, give details: YES YES, give details: YES YES, give details: YES YES, give details: YES, give details								
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reterment, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 49. b. Have you resigned from the government service during the three (3)-month period before the last glection to promote/actively campaign for a national or local candidate? 59. Have you acquired the status of an immigrant or permanent resident of another 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: 2		by any court or tribunar?	If YES, give details:					
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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? c. Are you a solo parent? 11 YES, please specify: NO 11 YE	39.	Have you acquired the status of an immigrant or permanent	ave you acquired the status of an immigrant or permanent resident of another country?					
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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? 1. REFERENCES (Person not mished by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. TERESITA L.QUIÑANOLA BAYABY CITY,LEYTE DR.LOURDES B.CANO BAYABY CITY,LEYTE DR.MYRNA M. AVILA VSU,BAYBAY CITY,LEYTE 1. 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 verifylvalidate 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: VOOS09 DULcensePasspot No.: ID Date:Place of Issuance: VSU,BAYBAY SUBSCRIBED AND SWORN to before me this JAN 1 2 2018								
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b. Are you a person with disability? c. Are you a solo parent? 1. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. TERESITA L QUIÑANOLA BAYABY CITY,LEYTE DR.LOURDES B.CANO BAYABY CITY,LEYTE DR.MYRNA M. AVILA VSU,BAYBAY CITY,LEYTE 1. 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. (In Passport, Cisis, SSS, PRC, Direct Leense, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID. VOO609 DitLicense/Passport No.: ID Signature (Sign Miside the box) 1/12/2018 Date Accomplished ATTY. RYSAYC. GUINDCOR			please answer the following items:					
Are you a solo parent? YES NO If YES Please specify D No: If YES Please D No: If YES Please specify D No: If YES Please specify D No: If YES Please specify D No: If YES Please D No: If YES Please	a.	Are you a member of any indigenous group?		YES VO				
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. TERESITA L.QUIÑANOLA BAYABY CITY,LEYTE DR.MYRNA M. AVILA VSU,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. (Re Passport, GBIS, SSS, PRC, Dhier's Liberius, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID. VOO609 ID/License/Passport No.: ID Date/Place of Issuance: VSU,BAYBAY SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 affigint exhibiting his/her validly issued government ID as indicated above. ATTY. RYSSYC. GUINDCOR	h	Are you a negger with dischille 0						
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. TERESITA L. QUIÑANOLA BAYABY CITY, LEYTE DR. MYRNA M. AVILA VSU, 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, Gist, Siss, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government (Sign Miside the box) 1/1/2/2/018 Date Place of Issuance: VSU,BAYBAY SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 ATTY. RYSSYC. GUINOCOR	Ů.	Are you a person with disability?						
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) NAME ADDRESS TEL. NO. TERESITA L.QUIÑANOLA BAYABY CITY,LEYTE DR.LOURDES B.CANO BAYABY 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, Differ's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: VO0609 IDALcense/Passport No.: ID Date/Place of Issuance: VSU,BAYBAY SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 ATTY. RYSAVC. GUINOCOR ATTY. RYSAVC. GUINOCOR	C.	Are you a solo parent?						
TERESITA L.QUIÑANOLA BAYABY CITY,LEYTE DR.LOURDES B.CANO BAYABY CITY,LEYTE DR.MYRNA M. AVILA VSU,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 filling of administrative/criminal case/s against me. Government Issued ID (ii.e-Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: VO0609 ID/License-Passport No.: ID Date/Place of Issuance: VSU,BAYBAY SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 affigint exhibiting his/her validly issued government ID as indicated above. ATTY, RYSSIV.C. GUINDCOR								
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PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: VOO609 ID/License/Passport No.: ID Signature (Sign inside the box) 1/12/2018 Date Accomplished SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 ATTY. RYSONC. GUINDOOR ATTY. RYSONC. GUINDOOR	42.	complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head / authorized repragree that any misrepresentation made in this document of the complete statement pursuant to the provisions of pertine pertine pertine per pertine per per per per per per per per per pe	ent laws, rules and regulations of the esentative to verify/validate the conten	e Republic of the ts stated herein. I				
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ID/License/Passport No.: ID Date/Place of Issuance: VSU,BAYBAY SUBSCRIBED AND SWORN to before me this ATTY. RVSOVC. GUINDCOR				12.54				
Signature (Sign Miside the box) 1/12/2018 Date Accomplished SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 ATTY. RYSOVC. GUINDCOR	\vdash		mnor.					
SUBSCRIBED AND SWORN to before me this ATTY. RYSONC. GUINDOOR	ID	0/License/Passport No.: ID	Signature (Sign maide the bo	x)				
SUBSCRIBED AND SWORN to before me this JAN 1 2 2018 , affigant exhibiting his/her validly issued government ID as indicated above. ATTY. RYSAYC. GUINOCOR	Da	ate/Place of Issuance: VSU,BAYBAY						
ATTY. RYSANC. GUINOCOR			Date Accomplished	Right Thumbmark				
Maria Comp		SUBSCRIBED AND SWORN to before me this	1 2 2018 affigurt exhibiting	g his/her validly issued government ID as indicated above.				
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