| b.           |    |
|--------------|----|
| ĈS Form No.  | 21 |
| 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 FORM. ) d use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE (Do not fill up. For CSC use only I. PERSONAL INFORMATION 2. SURNAME ISRAEL N/A NAME EXTENSION (JR., SR) ANTONIETA FIRST NAME MIDDLE NAME DIAZ 3. DATE OF BIRTH 06/13/1969 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH BAYBAY CITY, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX ☐ Male ✓ Female Philippines Single Married 17. RESIDENTIAL ADDRESS #19 A. MABINI STREET 6 CIVIL STATUS House/Block/Lot No ✓ Widowed Separated ZONE 7 Other/s: Subdivision/Village Barangay **BAYBAY CITY LEYTE** 7. HEIGHT (m) 156.5 m City/Municipality 8. WEIGHT (kg) 65 kg ZIP CODE 6521 A. MABINI STREET 18. PERMANENT ADDRESS #19 "0" 9. BLOOD TYPE House/Block/Lot No. **70NF** 7 10. GSIS ID NO. 69061301224 Baranga **BAYBAY CITY LEYTE** 11 PAG-IBIG ID NO 1210-7546-6112 City/Municipality Province 12. PHILHEALTH NO. 13-000065403-6 ZIP CODE 6521 13. SSS NO 06-1625485-5 19. TELEPHONE NO. None 14. TIN NO. 186-774-847 09173041369 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. V000615 21. E-MAIL ADDRESS (if any) jadi\_34@yahoo.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME ISRAEL 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME **JOHN** JOHANN ANGELO D. ISRAEL 05/05/2002 MIDDLE NAME **FLANDEZ** DECEASED OCCUPATION EMPLOYER/BUSINESS NAME N/A BUSINESS ADDRESS N/A TELEPHONE NO. N/A 24. FATHER'S SURNAME DIAZ NAME EXTENSION (JR., SR) FIRST NAME **AQUILINO** MIDDLE NAME **ESCUADRA** 25. MOTHER'S MAIDEN NAME SURNAME CALUNGSOD FIRST NAME **CHRISTINA** MIDDLE NAME **MONTEFOLKA** (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP/ HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE LEVEL YEAR ACADEMIC UNITS EARNED (if not graduated) (Write in full) (Write in full) GRADUATED RECEIVED From To **BAYBAY SOUTH CENTRAL** ELEMENTARY PRIMARY EDUCATION 1975 1981 N/A 1981 N/A SCHOOL FRANCISCAN COLLEGE OF THE SECONDARY HIGH SCHOOL 1981 1985 N/A **IMMACULATE CONCEPTION** 1985 N/A N/A N/A N/A N/A N/A TRADE COURSE N/A N/A **BACHELOR OF SCIENCE IN** UNIVERSITY OF SAN CARLOS COLLEGE 1985 1989 N/A 1989 N/A COMMERCE GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A SIGNATURE DATE CS FORM 212 (Revised 2017), Page 1 of 4

| 7. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE |                            | RATING<br>(If Applicable)        | DATE OF EXAMINATION /<br>CONFERMENT |  |  |                   | LICENSE (if a   | Date o                   |                          |
|---|----------------------------|----------------------------------|-------------------------------------|--|--|-------------------|---|--------------------------|--------------------------|
|   | N/A                        |                                  |                                     |  |  |                   |   |                          | Validit                  |
|   |                            |                                  |                                     |  |  |                   |   |                          |                          |
|   |                            |                                  |                                     |  |  |                   |   |                          |                          |
|   |                            |                                  |                                     |  |  |                   |   |                          |                          |
|   | XPERIENCE<br>ate employmen | nt. Start from your recen        |                                     | Continue on separate sheet if no an armonic of duties should be income and the should be income. |  | Work Experier     | nce sheet.  |                          |                          |
| INCLUS  | SIVE DATES<br>n/dd/yyyy)   | POSITION<br>(Write in full/Do no | TITLE                               | DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)                         |  | MONTHLY<br>SALARY | SALARY/ JOB/ PAY<br>GRADE (if<br>applicable)& STEP<br>(Format "00-0")/<br>INCREMENT | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVIC<br>(Y/N) |
| 6/01/2003   | present                    | ADMINISTRATIVE                   | AIDE III                            | Office of the Ur   | niv. Secretary                                   | 591.77            | 3   | Casual                   | Yes                      |
| 7/01/2001   | 05/31/2003                 | CLERK I                          |                                     | Institue of Trop   | ical Ecology                                     | 272.50            | 3   | Casual                   | Ye                       |
| 7/01/2000   | 06/30/2001                 | COMPUTER OPER                    | RATOR                               | Institue of Trop   |  | 6,500.00          |   | MOOE                     | Ye                       |
| 0/01/1997   | 06/30/2000                 | COMPUTER OPER                    | RATOR                               | ViSCA-GTZ  |  | 8,445.00          |   | Contractual              | Ye                       |
| 1/15/1997   | 09/30/1997                 | CLERK I                          |                                     | Visca-GTZ  |  | 200.00            | 3   | Emergency                | Ye                       |
|   |                            |                                  |                                     |  |  |                   |   |                          |                          |
|   | ATURE                      |                                  | Ze (                                | Continue on separate sheet if DATE   | necessary) , , , , , , , , , , , , , , , , , , , |                   | OS EQUIPA   | 12 (Revised 2017), I     | Dane 2 c                 |

| VI. VO | LUNTARY WORK OR INVOLVEMENT                             | IN CIVIC / NON-GOVERNMEN | T / PEOPLE /                     | VOLUNTARY                         | ORGANIZATIO  | N/S   |  |
|--------|---|--------------------------|----------------------------------|-----------------------------------|--|---|--|
| 29.    | NAME & ADDRESS OF O                                     |                          | (mm/d                            | VE DATES<br>dd/yyyy)              | NUMBER OF HOURS  |   | POSITION / NATURE OF WORK                                  |
|        | N/A   |                          | From                             | То                                |  |   |  |
|        | IVA   |                          |                                  |                                   |  |   |  |
|        |   |                          |                                  |                                   |  |   |  |
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|        |   |                          |                                  |                                   |  |   |  |
| VII. L | EARNING AND DEVELOPMENT (L&D                            |                          | Continue on separa<br>PROGRAMS A |                                   | sary)  |   |  |
|        | om the most recent L&D/training program and inclu       |                          | r the last five (5) ye           | ears for Division C               | Chief/Executive/Mana   |   |  |
| 30.    | TITLE OF LEARNING AND DEVELOPMENT INTI<br>(Write in ful |                          | ATTEN                            | E DATES OF<br>NDANCE<br>(dd/yyyy) | NUMBER OF HOURS  | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                 |
|        | N/A   |                          | FIOR                             | 10                                |  |   |  |
|        |   |                          |                                  |                                   |  |   |  |
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|        |   |                          |                                  |                                   |  |   |  |
|        |   | (0                       | Continue on separa               | nte sheet if necess               | sary)  |   |  |
|        | OTHER INFORMATION                                       |                          | LACADE                           | NOTION                            | Chitian  |   |  |
| 31.    | SPECIAL SKILLS and HOBBIES                              | 32. NON                  | N-ACADEMIC DISTII<br>(Writ       | INCTIONS / RECO<br>ite in full)   | GNITION  |   | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|        | COMPUTER LITERATE                                       | 2                        | N/A                              | A                                 |  |   | LSU-ADPA   |
|        | 1.00  |                          |                                  |                                   |  |   |  |
|        |   |                          |                                  |                                   |  |   |  |
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|        |   | 10                       | Continue on separa               |                                   | sary)  |   |  |
|        | SIGNATURE   | ge                       | - ac ocpara                      | DATE                              | the state of the s | 4/21  | CS FORM 212 (Revised 2017), Page 3 of 4                    |
| -      |   |                          |                                  |                                   | , ,  | , ,,  |  |

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|---|--|--|--|--|--|--|
| 34. Are you related by consanguinity or affinity to the apportant chief of bureau or office or to the person who has imm Bureau or Department where you will be apppointed, | . ,  |  |  |  |  |  |
| a. within the third degree?   |  | T VEC TINO                                 |  |  |  |  |
| b. within the fourth degree (for Local Government Unit  | YES NO   |  |  |  |  |  |
| b. Within the fourth degree (for Local Government Onit  | - Career Employees)?                                 | YES V NO                                   |  |  |  |  |
|   |  | If YES, give details:                      |  |  |  |  |
| 35. a. Have you ever been found guilty of any administrati  | ve offense?  | YES V NO                                   |  |  |  |  |
|   |  | If YES, give details:                      |  |  |  |  |
|   |  |  |  |  |  |  |
| b. Have you been criminally charged before any court'   |  | ☐ YES ✓ NO                                 |  |  |  |  |
| b. Have you been chiminally charged belote any count  |  | If YES, give details:                      |  |  |  |  |
|   |  | Date Filed:                                |  |  |  |  |
|   |  | Status of Case/s:                          |  |  |  |  |
| 36. Have you ever been convicted of any crime or violation  | n of any law, decree, ordinance or regulation by     | ☐ YES ☑ NO                                 |  |  |  |  |
| any court or tribunal?  |  | If YES, give details:                      |  |  |  |  |
|   |  |  |  |  |  |  |
| 37. Have you ever been separated from the service in any  |  | ☐ YES ☑ NO                                 |  |  |  |  |
| dropped from the rolls, dismissal, termination, end of the public or private sector?  | erm, finished contract or phased out (abolition) in  | If YES, give details:                      |  |  |  |  |
| 38. a. Have you ever been a candidate in a national or loc  | al election held within the last year (except        |  |  |  |  |  |
| Barangay election)?   | ar election field within the last year (except       | ☐ YES ☑ NO If YES, give details:           |  |  |  |  |
| b. Have you resigned from the government service du   | ring the three (2) month period before the lest      |  |  |  |  |  |
| election to promote/actively campaign for a national or   |  | ☐ YES ☑ NO If YES, give details:           |  |  |  |  |
| 39. Have you acquired the status of an immigrant or perm  | anent resident of another country?                   |  |  |  |  |  |
|   |  | ☐ YES ☑ NO If YES, give details (country): |  |  |  |  |
|   |  |  |  |  |  |  |
| 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b  | b) Magna Carta for Disabled Persons (RA 7277);       |  |  |  |  |  |
| and (c) Solo Parents Welfare Act of 2000 (RA 8972), p   | please answer the following items:                   |  |  |  |  |  |
| a. Are you a member of any indigenous group?  | ☐ YES ✓ NO   |  |  |  |  |  |
| b. Are you a person with disability?  |  | If YES, please specify:  ☐ YES ✓ NO        |  |  |  |  |
|   | Are you a person with disability !                   |  |  |  |  |  |
| c. Are you a solo parent?   |  | If YES, please specify ID No:  ✓ YES NO    |  |  |  |  |
|   |  | If YES, please specify ID No: NONE         |  |  |  |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to a  | pplicant /appointee)                                 |  |  |  |  |  |
| NAME  | ADDRESS  | TEL. NO.                                   |  |  |  |  |
| DR. JOSE L. BACUSMO   | VSU, ViSCA, Baybay City, Leyte                       | -  |  |  |  |  |
| DR. MA. JULIET C. CENIZA  | VSU, ViSCA, Baybay City, Leyte                       | -  |  |  |  |  |
| DR. VICTOR B. ASIO  | VSU, ViSCA, Baybay City, Leyte                       | -  |  |  |  |  |
| 42. I declare under oath that I have personally accomplish  | ned this Personal Data Sheet which is a true, corr   | ect and complete                           |  |  |  |  |
| statement pursuant to the provisions of pertinent laws,   |  |  |  |  |  |  |
| the agency head/authorized representative to veri<br>misrepresentation made in this document and its at   |  | agree that any                             |  |  |  |  |
| against me.   | taciments shall cause the filling of authinistrative | erchininal case/s                          |  |  |  |  |
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| Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance   | ^  | uustiinii ka                               |  |  |  |  |
| Government Issued ID: UMID  | 11 De  |  |  |  |  |  |
|   | 20020/Dacasert No                                    |  |  |  |  |  |
|   | Signature (Sign inside the bo                        | (x)  |  |  |  |  |
| Date/Place of Issuance: TACLOBAN CITY   | Date Accomplished                                    | Right Thumbmark                            |  |  |  |  |
| SUBSCRIPED AND SWORN to before me this 1.7 FFR 2021   |  |  |  |  |  |  |
| SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.   |  |  |  |  |  |  |
|   | M -  |  |  |  |  |  |
|   | ATTY JONG A GIVE CHANCOD                             |  |  |  |  |  |
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|   | ♥erson Administering Oatl                            | 1  |  |  |  |  |
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## **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, 2001 present
- Position: Administrative Aide III
- Name of Office/Unit: Office of the University/Board Secretary
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Recording and filing of incoming documents.

ANTONIETA D. ISRAEL
Employee

Date: 1/26/2/