## 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 FORM. 1. CS ID No. Print legibly. Tick appropriate boxes ( ) 🖅 use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME LUMEN NAME EXTENSION (JR., SR) FIRST NAME MIKE LAURENCE MIDDLE NAME **VILBAR** 3. DATE OF BIRTH 8/14/1995 16. CITIZENSHIP **▼** Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH MAASIN CITY, SOUTHERN LEYTE Pls. indicate country: If holder of dual citizenship, please indicate the details 5. SEX ✓ Male Female ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street ☐ Widowed ☐ Separated SITIO BASAK RIZAL Other/s: Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE 7. HEIGHT (m) 1.75 City/Municipality Province 8. WEIGHT (kg) 80 ZIP CODE 6600 18. PERMANENT ADDRESS 9. BLOOD TYPE В House/Block/Lot No Street SIITIO BASAK RIZAL 10. GSIS ID NO. 2006465776 Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE 11. PAG-IBIG ID NO. 1211-7102-4281 City/Municipality Province 12. PHILHEALTH NO. 13-251673519-1 ZIP CODE 6600 13 SSS NO 34-5911228-7 19. TELEPHONE NO. (032) 570-9588 14. TIN NO. 328-551-4281 20. MOBILE NO 09178785129 N/A 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) mike.lumen@vsu.edu.ph FAMILY BACKGROUND 22. SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) NA FIRST NAME NA MIDDLE NAME NA OCCUPATION NA **FMPI OYER/BUSINESS NAME** NA **BUSINESS ADDRESS** NA TELEPHONE NO 24. FATHER'S SURNAME LUMEN NAME EXTENSION (JR., SR) FIRST NAME LUCILO QUIRONG MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME **VILBAR** WILDA FIRST NAME MIDDLE NAME BALBUENA (Continue on separate sheet if necessary)

**EDUCATIONAL BACKGROUND** SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To PRIMARY ELEMENTARY MAASIN CENTRAL SCHOOL PRIMARY LEVEL 6/7/2004 3/28/2008 2008 N/A LEVEL SECONDARY SAINT JOSEPH COLLEGE HIGH SCHOOL 6/4/2008 3/30/2012 HIGH SCHOOL N/A 2012 VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE BACHELOR OF SCIENCE IN DEVELOPMENT COLLEGE COLLEGE VISAYAS STATE UNIVERSITY 6/4/2012 4/13/2016 N/A 2016 COMMUNICATION GRADUATE ONGOING -GRADUATE STUDIES CEBU NORMAL UNIVERSITY MASTERS OF ARTS IN COMMUNICATION 8/17/2019 PRESENT THEIS FINAL N/A N/A DEFENSE

**SIGNATURE** 

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WORK	EXPERIENCE		(Cor	ntinue on separate sheet	if necessary)				
		ent. Start from your recen	t work) Descriptio	n of duties should l	be indicated in the attach	ed Work Ex		et.	
	LUSIVE DATES mm/dd/yyyy)	POSITION TI (Write in full/Do not a		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICI (Y/ N)
8/2024	5/12/2025	EXECUTIVE ASS	ISTANT III	VISAYAS ST	ATE UNIVERSITY	60000.00	60000.00	PERMANENT	Υ
31/2023	4/15/2024	PUBLIC RELATIONS	EXECUTIVE	BIGSEED PUBLIC RELATIONS & EVENTS, INC.		30000.00	30000.00	PERMANENT	N
30/2020	7/25/2023	MULTIMEDIA	STAFF	SOUTHERN LEYT	TE STATE UNIVERSITY	829/DAY	829/DAY	CONTRACTUAL	Υ
30/2020	7/25/2023	PART-TIME INST	RUCTOR	SOUTEHRN LEYTE STATE UNIVERSITY		170/HR	170/HR	CONTRACTUAL	Υ
15/2019	9/4/2020	BUSINESS DEVELOPME	ENT ASSOCIATE	AGF CONSULTING GROUP		20000.00	20000.00	PERMANENT	N
12/2017	7/12/2019	REMOTE DESKTOP	ASSOCIATE	PEOPLE PLUS TECH		25000.00	25000.00	PERMANENT	N
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NAME & ADDRESS OF (Write in	INCLUSIVE DATES (mm/dd/yyyy)  NUMBER OF HOURS		POSITION / NATURE OF WORK			
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I. OTHER INFORMATION	(CO)	nanue on separa	te sheet if necessa	• */		
SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33. ME				33. MEMBERSHIP IN ASSOCIATION/ORGANIZA (Write in full)	
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34. Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has immedi Bureau or Department where you will be apppointed,	HO 등에 대통하다는 역사 (1) 기존(1) 전 등 10 등			
a. within the third degree?	☐ YES ☑ NO			
b. within the fourth degree (for Local Government Unit - C	☐ YES ☑ NO If YES, give details:			
35. a. Have you ever been found guilty of any administrative	☐ 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 o any court or tribunal?	☐ YES ☑ NO If YES, give details:			
37. Have you ever been separated from the service in any of dropped from the rolls, dismissal, termination, end of term the public or private sector?	☐ YES ☑ NO If YES, give details:			
38. a. Have you ever been a candidate in a national or local of Barangay election)?	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?			
(보다 BL) 하는 1일 하는 1일 전 1일	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?			
39. Have you acquired the status of an immigrant or permane	☐ YES ☑ NO If YES, give details (country):			
Are you a member of any indigenous group?  Are you a person with disability?  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 appli	cant /appointee)			
NAME	ADDRESS	TEL. NO.		
EDA J. OPINA	BONTOC , SOUTHERN LEYTE	9556830884		
DANN BACOLOD  AUNIE L. TALABO	MAHAPUAG, LOUTE	9190777718		
42. I declare under oath that I have personally accomplise complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized repragree that any misrepresentation made in this deadministrative/criminal case/s against me.	thed this Personal Data Sheet which is a transfer tinent laws, rules and regulations of the esentative to verify/validate the contents state	rue, correct and Republic of the ed herein.		
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ID/License/Passport No.: P7315431A	ox)			
Date/Place of Issuance: MAY 25, 2018/TACLOBAN CITY	Date Accomplished	Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	% JUN 2025 , affiant exhibi	ting his/her validly issued government ID as indicated above.		
	ATTY, KAZEY ABEGAILS, MONT VSU Dilector, Logal Affairs and Serv	E.K.		
STATE	Person Administering Oath	2014 P. 515		

## **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.

## Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  - List of Accomplishments and Contributions (if any)
    - Developed recruitment plan
    - Designed training program for retirees under EO 366
  - Summary of Actual Duties
    - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.
- Duration: April 8, 2024-May 12, 2025
- Position: Executive Assistant III
- Name of Office/Unit: Office of the President
- Immediate Supervisor: Prose Ivy G. Yepes
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Provides advanced administrative and secretarial support to the University Presient.
       This includes managing schedules and communications, preparing and reviewing correspondence and reports, organizing meetings and events, handling confidential documents, coordinating with internal and external stakeholders, and assisting in day-to-day operations to help ensure the smooth functioning of the office

(Signature over Printed Name of Employee/Applicant)

Date: MM B, 225