CS Form No. 212 Revised 2017	PERSO	NAL DAT	A SH	IEET					
WARNING: Any misrepresenta	tion made in the Personal Data Sheet and the	Work Experience Sheet sha	ll cause the fil	ing of admini	strative/crii	ninal case/s agai	nst the perso	on concerned.	
	TO FILLING OUT THE PERSONAL DATA SHE				1. CS ID No.		/D+ 511 1		
I. PERSONAL INFORMATION	s ( and use separate sheet if necessary. Indicate N	I/A if not applicable. DO NOT A	BRKENIA I E.		1. CS ID No.		(Do not fill up. I	For CSC use only	
2. SURNAME	VILBAR								
FIRST NAME	CARREN MAE				NAME EXTENSION (JR	., SR) N/F	1		
MIDDLE NAME	BASA	*							
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1990	16. CITIZENSHIP	NSHIP Filipino [		10 🗆	Dual Citizenship  ☐ by birth ☐ by naturalization			
4. PLACE OF BIRTH	CEBU, CITY	If holder of dual citize	enship,	nip,		Pls. indicate country:			
5. SEX	☐ Male ☑ Female	please indicate the d	letails.			<b>▼</b>			
6 CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		House/Block/Lot No.		Street PANGASUGAN			
7. HEIGHT (m)	1.57 M.			ubdivision/Village BAYBAY CITY			Barangay LEYTE	***************************************	
8. WEIGHT (kg)	67 KG.	ZIP CODE		City/Municipality		6521	Province		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS							
10. GSIS ID NO.	N/A		Но	use/Block/Lot No		Street PANGASUGAN			
11. PAG-IBIG ID NO.	121066973737	1	Si	ubdivision/Village BAYBAY C			Barangay LEYTE		
		-		City/Municipality		Province			
12. PHILHEALTH NO.	13-201308652-8	ZIP CODE		6521					
13. SSS NO.	05-32038-107	19. TELEPHONE NO.			N/A				
14. TIN NO.	705908905	20. MOBILE NO.			090	78033394			
15. AGENCY EMPLOYEE NO.	VO1181	21. E-MAIL ADDRESS (if any)			cm.vilba	r@vsu.edu.p	<u>h</u>		
II. FAMILY BACKGROUND			Im 11115 10	IIII DDEN AN'A	£ 11	11.1.10	DATE OF DID	T11/ /11/	
22. SPOUSE'S SURNAME FIRST NAME	VILBAR	NAME EXTENSION (JR., SR)	23. NAME OF	CARL ALDREI B. VILBAR  03/18/2011					
MIDDLE NAME	LAGUNA		N./A			N./A			
OCCUPATION	UTILITY/MESSENGER N./A			N./A					
EMPLOYER/BUSINESS NAME VSU		× × ×		N./A N./A			N./A		
BUSINESS ADDRESS VISCA, BAYBAY CITY		LEYTE	N./A			N./A			
TELEPHONE NO. N./A				A/N			N./A		
24. FATHER'S SURNAME			N./A		N./A				
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)		N./A		N./A			
MIDDLE NAME	QUENTERO			N./A		N./A			
25. MOTHER'S MAIDEN NAME	SIMANGCA			N./A		N./A			
SURNAME	BASA N./A			N./A					
FIRST NAME			Al	N./A nue on separate sheet if necessary)					
MIDDLE NAME  III. EDUCATIONAL BACKS	DALUGDUGAN			(00	nunue on se	parate sneet ii neces	ssary)		
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGF (Write in full)		PERIOD OF A	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	SAN JUAN ELEM. SCHOOL Elementary Education		06/01/1997		GRADUATED	2003	VALEDICTORI/		
SECONDARY	SECONDARY SANTO NIÑO ACADEMY High School			06/01/2003	03/01/2007	GRADUATED	2007	1ST HONORABLE	
VOCATIONAL / TRADE COURSE	N/A	N./A		N/A	N/A	N/A	N/A	N/A	
COLLEGE	VISAYAS STATE UNIVERSITY BACHELOR OF SCIENCE IN NURSING 06/01/2007 10		10/01/2010	4TH YEAR	2010	N/A			
GRADUATE STUDIES									
SIGNATURE	Ok	Continue on separate sheet if ne	cessary)	09/01/2024		CS FORM 21	2 (Revised 2017	7), Page 1 of 4	

	SERVICE ELIC						1 6.1		THE RESERVE OF THE PERSON NAMED IN
	SPECIAL LAWS/ CES/ CSEE RATING (If Applicable)		RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAM	INATION / CONFERME	ENT	LICENSE (if a	Date of
BARANGAY ELIGIBILITY / DRIVER S LICENSE		80.5	AUG. 6,2017 UV,		CERLI CITY		296713	Validity	
	CS PROFE	SSIONAL	80.5	AUG. 6,2017		UV,CEBU CITY		296713	
						200-10 To 100-100			
							=1, =2		
							Page To the second		
			(	Continue on separate she	et if necessary)				
	EXPERIENCE		dunadi Dagariatia	a of duties about a ba	indicated in the attent	ed Work Everying			
28. INC	LUSIVE DATES mm/dd/yyyy)	POSITION T	TITLE	DEPARTMENT / AGE	NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
From To (Write in full/Do no		abbi eviate)	(white ill init	DO NOL abbreviate)		(Format *00-0*)/ INCREMENT	ATOMYMENT	(Y/N)	
03/21/2022	PRESENT	ADMINISTRATIV			SPPRO	14,993.00		Regular	Y
07/12/2020	03/20/2022	ADMINISTRATIV	E AIDE III	ОН	RSPPR 13,572.00			Regular	Y
06/17/2019	12/06/2020	ADMINISTRATIV	E AIDE III	F	RPEO 12,000			CASUAL	Y
07/18/2017	06/16/2019	OFFICE CL	ERK	P	RPEO	9659.36		J.0	Y
01/21/2013	07/27/2017	CUSTOMER SVC. REI	PRESENTATIVE	AEGIS; TELE	PERFORMANCE	12000.00		REGULAR	N
			a Star and Assessed		ж и по и по почения по почения по			m good photo in	
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			((	Continue on separate shee	et if necessary)				
SIGN	IATURE	0	N <sub>C</sub>	DATE	09/01/202	4	CS FORM 21	12 (Revised 2017), I	Page 2 of 4
								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

		INCLUE	IVE DATES	A 100 C 100 AND			
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			(mm/dd/yyyy) NUMBER OF HOURS		POSITION / NATURE OF WORK		
WORLD VISION PHIL. CHILDREN'S ASSOCIATION			05/01/2007	N/A	CHAIRPERSON	transplantation and the second	
DERATION OF OMEGA BENEFECIARIES INC	C. CHILDREN'S SECTOR	05/01/2003	05/01/2007	N/A	PRESIDENT		
SANGGUNIANG KABATAAN (SK) FEDERATION			01/01/2009	N/A	SK KAGAWAD		
. LEARNING AND DEVELOPMENT (L&D)		Continue on separat		ny)			
rt from the most recent L&D/training program and inclu				hief/Executive/Мала	gerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTE	/E DATES OF ENDANCE /dd/yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
RKSHOP FOR THE FORMULATION OF SO. LEYT	E CODE FOR CHILDREN	01/01/2006	01/01/2006	N/A	N/A	DSWD	
MUNICIPAL, REGIONAL, NATIONAL C	HILDREN'S CONGRESS	01/01/2003	01/01/2005	N/A	N/A	FOBI/ WORLD VISION PHIL.	
LEADERSHIP AND FACILITITA	TORS TRAINING	01/01/2004	01/01/2006	N/A	N/A	FOBI/ WORLD VISION PHIL.	
NWES LETTER WRITING/CHILD DO	CUMENTOR TRAINING	01/01/2003	01/01/2003	N/A	N/A	FOBI/ WORLD VISION PHIL.	
RECORDS MANAGEMEN	T SEMINAR	07/11/1905	07/11/1905	N/A	N/A	VSU	
ISO SEMINAR		07/11/1905	PRESENT	N/A	N/A	VSU	
RECORDS MANAGEMENT INCLU	DING HR RECORDS	07/14/2021	01/07/2021	N/A	N/A	POAP	
ORA-OHRA SEMI	NAR	10/12/2023	10/13/2023	N/A	N/A	CSC, REGION VIII, PALO LEYTE	
	0605150510	0.6			112	AA E ABRIMAN.  S MARIO PENCH	
	38843386	(Continue on separa			A.F.		
III. OTHER INFORMATION		(Conunte on Separa	ate sheet ii liovos	<b></b>			
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DIS	TINCTIONS / RECO	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI	
		TOP AGENT SP	ADPA				
GOOD COMMONICATION CIVILES			ECIALIST AGE		N/A N/A		
			N/A				
DANCING, SINGING		NIA ASUS 1388 C. W					
	-	Marie Day	and agety				
		200	N C				

			, ,				
34.	Are you related by consanguinity or affinity to the appointing	마스 마니아 그 사람들은 아니라 아무는 내가 있다면 하고 있었다면 하게 되었다. 그런 아니라는 이 시작을 하고 있다.					
	chief of bureau or office or to the person who has immediate						
	Bureau or Department where you will be apppointed,						
	a. within the third degree?	YES V NO					
	b. within the fourth degree (for Local Government Unit - Care	er Employees)?	YES V NO				
	gramma and the second s		If YES, give details:				
35	a. Have you ever been found guilty of any administrative offer	nse?	☐ YES ☑ NO				
55.		If YES, give details:	to the transfer in the same of				
			ii 160, give details.				
	b. Have you been criminally charged before any court?		☐ YES ☑ NO				
			If YES, give details:				
			Dat	e Filed:			
er-tiger i			Status of	Case/s:			
36.	Have you ever been convicted of any crime or violation of any	/ law, decree, ordinance or regulation by	☐ YES ☑ I	NO.			
	any court or tribunal?	, , ,	☐ YES ☑ I If YES, give details:	NO .			
NOVE			II 1 Eo, give details.				
37.	Have you ever been separated from the service in any of the		☑ YES □	NO			
	retirement, dropped from the rolls, dismissal, termination, end	d of term, finished contract or phased out		a sa na na alaka salamayilan a Talah			
	(abolition) in the public or private sector?	A14 (80) (80) (80) (80)	Due to family reason				
38.	a. Have you ever been a candidate in a national or local elect	ion held within the last year (except	☐ YES ☑ NO				
	Barangay election)?		If YES, give details:				
	b. Have you resigned from the government service during the	three (3)-month period before the last	☐ YES ☑ NO				
	election to promote/actively campaign for a national or local of	보다 병생님이 많아가 있다. 사람들은 사람들은 사람들은 교육하는 사람들이 되었다면 되었다면 되었다.	│				
	The Company of Manager Vision (1997) and the Company of the Compan		II 1 LO, givo dotalis.				
39.	Have you acquired the status of an immigrant or permanent r	esident of another country?	YES NO				
			If YES, give details (co	untry):			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr	na Carta for Disabled Persons (RA		ment te pen en ment i servici se recent de la composition della composition della composition della composition della composition della composition della co			
	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			
			If YES, please specify:	J NO			
b.	Are you a person with disability?		☐ YES 🔽	NO			
			If YES, please specify ID I				
C.	Are you a solo parent?		YES INO				
100			If YES, please specify ID	No:			
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	ppointee)					
		sponted)					
	NAME	ADDRESS	TEL. NO.				
	JENNIFER E. ANDO	VSII BAVBAV CITY	0470500577	200			
	The second secon	VSU, BAYBAY CITY	9176569577	in the second			
	HONEY SOFIA V. COLIS	VSU, BAYBAY CITY	9176341490				
	MS. TERESITA L QUIÑANOLA	HIPUSNGO, BAYBAY CITY	9981517122				
42.	I declare under oath that I have personally accomplished this	Personal Data Sheet which is a true co	rrect and complete				
	statement pursuant to the provisions of pertinent laws, rul	es and regulations of the Republic of	the Philippines I	me I			
	authorize the agency head / authorized representative to ve	erify/validate the contents stated herein.	. I agree that any	CARREN MAE B. VILBAR			
	misrepresentation made in this document and its attachment	nts shall cause the filing of administrati	ve/criminal case/s	РНОТО			
	against me.		Constitution of the Consti	THE PART OF SHAPE HOLD THE PART OF SHAPE			
	10			a the second and a second a second and a second a second and a second			
PI	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  LEASE INDICATE ID Number and Date of Issuance		The state of the s				
		O	6	455			
_	PIC						
ID/	License/Passport No.: 付4 15 - 9089 - 75% - 2935						
		to the second consequence of the second cons	"MINESTER 1				
L	re/Place of Issuance: 677 28 600		Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this	2024					
	The state of the control to belove the this	, affiant exhibitin	g his/her validly issued govern	ment ID as indicated above.			
		1 Page	100 m				
		ATTY RYSAN C. GUINOCOR		you the second of the second o			
	Mark Control of the Control of April 1997 and the Control of the C	#SU Chief Legal Officer					
	100	Person Administering Oath	The second of the second secon				

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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: June 17, 2019 – Present
Position: Administrative Aide III
Name of Office/Unit: PRPEO

• Immediate Supervisor: Honey Sofia V. Colis

Name of Agency/Organization and Location: VSU

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Responsible in performing administrative services such as, preparing and releasing of certificate of employment & service records. Acted as receiving clerk in the office. Acted as Assistant Secretary during NBC evaluation. Then posting updates on service cards and filling & sorting of documents. And now I'm the acting as the dDRC in our office. Then prepares and process appointments and attachments of employees. Prepares and releases service cards and certificate of employment. Sends Agency Remittance Advice (ARA) reports to GSIS and updates HRIS.



CARREN MAE B. VILBAR (Signature over Printed Name

of Employee/Applicant)

Date: 09/01/2024