

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.

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)

I. PERSONAL INFORMATION

2. SURNAME	VILBAR		
FIRST NAME	CARREN MAE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BASA		
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CEBU, CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57 M.	ZIP CODE	6521
8. WEIGHT (kg)	67 KG.	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121066973737	20. MOBILE NO.	09078033394
12. PHILHEALTH NO.	13-201308652-8	21. E-MAIL ADDRESS (if any)	cm.vilbar@vsu.edu.ph
13. SSS NO.	05-32038-107		
14. TIN NO.	705908905		
15. AGENCY EMPLOYEE NO.	VO1181		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VILBAR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALDREN	NAME EXTENSION (JR., SR)	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
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	BASA		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	EMELDA		N/A	N/A
MIDDLE NAME	DALUGDUGAN		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

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
			From	To			
ELEMENTARY	SAN JUAN ELEM. SCHOOL	Elementary Education	06/01/1997	03/01/2003	GRADUATED	2003	VALEDICTORIAN
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	10/01/2010	4TH YEAR	2010	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/01/2024	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/01/2024	CS FORM 212 (Revised 2017), Page 2 of 4
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	WORLD VISION PHIL. CHILDREN'S ASSOCIATION	05/01/2003	05/01/2007	N/A	CHAIRPERSON
	FEDERATION OF OMEGA BENEFECIARIES INC. CHILDREN'S SECTOR	05/01/2003	05/01/2007	N/A	PRESIDENT
	SANGGUNIANG KABATAAN (SK) FEDERATION	01/01/2007	01/01/2009	N/A	SK KAGAWAD

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
GOOD COMMUNICATION SKILLS	TOP AGENT SPECIALIST AGENT	ADPA
COMPUTER LITERATE	TOP SALES SPECIALIST AGENT	N/A
TRAVEL AGENT SKILLS	N/A	N/A
DANCING, SINGING	N/A	N/A

(Continue on separate sheet if necessary)

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Due to family reason _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

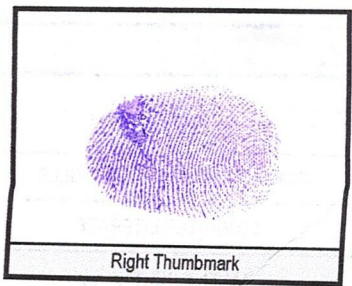
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
JENNIFER E. ANDO	VSU, BAYBAY CITY	9176569577
HONEY SOFIA V. COLIS	VSU, BAYBAY CITY	9176341490
MS. TERESITA L QUIÑANOLA	HIPUSNGO, BAYBAY CITY	9981517122
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, 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.		



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PIC
ID/License/Passport No.: 6415-9689-7535-2920
Date/Place of Issuance: 07/23/2020

Signature (Sign inside the box)
Date Accomplished



SUBSCRIBED AND SWORN to before me this 03 OCT 2024, affiant exhibiting his/her validly issued government ID as indicated above.
ATY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath

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