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	Caorte
FIRST NAME	Enrique
NAME EXTENSION (JR., SR)	Jr.
MIDDLE NAME	Estremos
3. DATE OF BIRTH (mm/dd/yyyy)	08/02/1968
4. PLACE OF BIRTH	Albuera Leyte
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	3.00
8. WEIGHT (kg)	72.80
9. BLOOD TYPE	O
10. GSIS ID NO.	000610654215
11. PAG-IBIG ID NO.	N/A
12. PHILHEALTH NO.	130500246481
13. SSS NO.	0610684215
14. TIN NO.	165945346
15. AGENCY EMPLOYEE NO.	V01112

16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: **Philippines**
17. RESIDENTIAL ADDRESS	House/Block/Lot No. / Street; Subdivision/Village / Barangay; City/Municipality / Province
ZIP CODE	
18. PERMANENT ADDRESS	House/Block/Lot No. / Street; Subdivision/Village / Barangay; City/Municipality / Province
ZIP CODE	
19. TELEPHONE NO.	N/A
20. MOBILE NO.	936-322-1094
21. E-MAIL ADDRESS (if any)	enrique.caorte@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE\'S SURNAME	Caorte	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Perla	Jude Nino Pepito Caorte	01/30/2003
NAME EXTENSION (JR., SR)			
MIDDLE NAME	Pepito		
OCCUPATION	Housekeeper		
EMPLOYER/BUSINESS NAME	none		
BUSINESS ADDRESS	none		
TELEPHONE NO.	09363221094		
24. FATHER\'S SURNAME	Caorte		
FIRST NAME	Enrique		
NAME EXTENSION (JR., SR)	Sr.		
MIDDLE NAME	Calabia		
25. MOTHER\'S MAIDEN NAME	Visitacion Estrimos		
SURNAME	Caorte		
FIRST NAME	Visitacion		
MIDDLE NAME	Estremos	*(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 From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Albuera Elementary School	Elementary	1976	1981	Graduate	1981	N/A
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	03/21/2023

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	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 SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Security Guard I	Visayas State University	14,678.00	3-1	Permanent	Y
03/21/2022		Security Guard I	Visayas State University	14,125.00	3-1	Permanent	Y
03/21/2022		Security Guard I	Visayas State University	14,125.00	3-1	Permanent	Y
01/01/2022	06/30/2022	Security Guard I	Visayas State University	13,572.00	3-1	Casual	Y
07/01/2021	12/31/2021	Security Guard I	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021		Security Guard I	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021	06/30/2021	Security Guard I	Visayas State University	13,019.00	3-1	Casual	Y
01/01/2020	06/30/2020	Security Guard I	Visayas State University	13,019.00	3-1	Casual	Y
07/01/2019	12/31/2019	Security Guard I	Visayas State University	566.64	-	Casual	Y
01/01/2019	06/30/2019	Security Guard I	Visayas State University	566.64	-	Casual	Y
07/02/2018	12/31/2018	Security Guard I	Visayas State University	541.54	-	Casual	Y
02/09/2008	07/01/2018	Security Guard	Baybay Institute of Technology	7,200.00	-	Job Order	N
05/25/2007	02/08/2008	Security Guard	LockHead Security Agency	7,000.00	-	Permanent	N
03/01/2003	05/25/2007	Security Agency	Probr Security Agency	11,000.00	-	Permanent	N
09/01/1997	03/01/2003	Security Guard	GGC Security Agency	6,000.00	-	Permanent	N
04/30/1997	09/30/1997	Security Guard	Sceptre Security Agency	5,400.00	-	Permanent	N
10/15/1992	09/30/1997	Security Guard	Alert Security Agency	3,500.00	-	Permanent	N

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	03/21/2023

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Quality Assurance Center, Visayas State University
Basic Life Support Providers Course Health Care Provider	09/05/2019	09/06/2019	16	Technical	(DOH) Department of Health
Security Re-Training/Refresher Course (RTC)	12/06/2018	12/11/2018	48	Technical	JVO Dynamic Security Training Academy Inc.
VSU Free Brigade	11/05/2018	11/09/2018	40	Technical	Bureau of Fire Protection Region 8
Fire Prevention Seminar and Training on Mass Casualty Incident Responce	03/27/2018	03/27/2018	8	Technical	BFP/SSO/ODAH
Emergency Responce Skills Training	03/14/2018	03/18/2018	40	Technical	BFP/SSO/ODAH
Fire Consciousness /Preparedness	02/27/2018	02/27/2018	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
Re-Orientation Seminar For Security Harassment	09/04/2014	09/04/2014	8	Technical	QAC,ODAH,SSO
Padpao Re-Training Course	09/19/2012	09/30/2012	90	Technical	Padpao Re-Training Private Security Academy
Gender Sensivity Training of Sexual Harassment Orientation for Frontline Service Providers	09/17/2012	09/17/2012	8	Technical	SSO/ODAH
Seminar on Fire Prevention	01/21/2012	01/21/2012	8	Technical	Visayas State University/Security Services Office

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A	KABALIKAT CIVICOM
		GUARDIAN Visca Chapter
		Phi Beta Kappa Fraternity Sorority

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	03/21/2023

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 apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?	☐ 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 of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ 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?	☐ YES ☑ NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details: _____
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?	☐ YES ☑ NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ 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?	 ☐ 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 applicant /appointee)

NAME	ADDRESS	TEL. NO.
CHERYL BATUCAN	BRGY.LILOAN ORMOC CITY	
ROMEO CALABA	BRGY.LAWIS ALBUERA LEYTE	
SALDY PITOGO	BRGY. LILOAN ORMOC 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.

ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

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: **DL**
ID/License/Passport No.: **H0307001934**
Date/Place of Issuance: 08/02/2021 / BAYBAY CITY LEYTE

Signature (Sign inside the box)
03/21/2023
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath