

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 () () 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	ANDUYAN		
FIRST NAME	CAROLINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BERRI		
3. DATE OF BIRTH (mm/dd/yyyy)	4/4/1984	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	228 TRES MARTIRES ST. House/Block/Lot No. Street Subdivision/Village POBLACION ZONE 13 Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.5494	18. PERMANENT ADDRESS	228 TRES MARTIRES ST. House/Block/Lot No. Street Subdivision/Village POBLACION ZONE 13 Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	75		19. TELEPHONE NO.
9. BLOOD TYPE	AB+	20. MOBILE NO.	09267984713
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	caroline.anduyan@vsu.edu.ph
11. PAG-IBIG ID NO.	1210-6728-7283		
12. PHILHEALTH NO.	07-050608686-6		
13. SSS NO.	02-2253324-5		
14. TIN NO.	291-207-604		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	RAFAELA B. ANDUYAN	2/19/2006
MIDDLE NAME	N/A		ADRIAN A. JOSE	7/10/2010
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ANDUYAN			
FIRST NAME	RAMON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SESCON			
25. MOTHER'S MAIDEN NAME				
SURNAME	BERRI			
FIRST NAME	LOLITA			
MIDDLE NAME	APOSTOL			

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	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	6/1/1991	4/1/1997	GRADUATED	1997	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	6/1/1997	4/1/2001	GRADUATED	2001	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	HOLY ANGEL UNIVERSITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCE & MANAGEMENT ACCOUNTING	6/1/2001	4/1/2005	GRADUATED	2005	N/A
	HOLY ANGEL UNIVERSITY	ASSOCIATE IN OFFICE ADMINISTRATION	6/1/2006	4/1/2008	GRADUATED	2008	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	December 9, 2022
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 9, 2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)
COMPUTER LITERATE	N/A	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
STENOGRAPHY		PHILIPPINE ASSOCIATION OF STUDENTS IN OFFICE ADMINISTRATION
KEYBOARDING / TYPING		

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	DECEMBER 9, 2022

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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, give details:

☐ 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)?

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:

☐ 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.
RYSAN C. GUINOCOR	VISAYAS STATE UNIVERSITY	563-7643
JEROME T. PARAS	ANGELES CITY, PAMPANGA	9172549001
ELAIAS T. TIMBOL	ANGELES CITY, PAMPANGA	9175293812

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.



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CAROLINE B. ANDUYAN

PHOTO

Government Issued ID (i.e.Passport, CSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVER'S LICENSE


ID/License/Passport No.: H12-20-002156

Date/Place of Issuance: 6/30/2020 BAYAN CITY, LGU

Signature (Sign inside the box)

DECEMBER 9, 2022

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 DEC 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

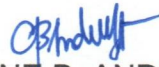
WORK EXPERIENCE SHEET

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: February 3, 2020 - January 15, 2023
 - Position: Job Order Clerk / dDRC
 - Name of Office/Unit: Office of the Chief Legal Officer
 - Immediate Supervisor: Atty. Rysan C. Guinocor
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - a.) Provide frontline services by answering queries and request from students, faculty and staff of other units;
 - b.) Prepares legal documents (MOA, affidavits, contracts, etc.) and facilitates its notarization;
 - c.) Acts as secretary during background investigation and conferences;
 - d.) Encodes and draft endorsement, motions, monthly notarial report and other papers to be submitted to the Solicitor General and Regional Trial Court, Baybay City, Leyte;
 - e.) Do legal research of cases and investigations;
 - f.) Records documents in two sets of notarial books and affixing/checking each documents as to dates, valid IDs, notarial register, etc.;
 - g.) File/binds case records and other legal documents;
 - h.) Performs other functions as assigned by the superiors
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- Duration: March 12, 2012 – December 15, 2019
 - Position: Legal Secretary
 - Name of Office/Unit: Paras & Timbol Law Office
 - Immediate Supervisor: Atty. Jerome T. Paras
 - Name of Agency/Organization and Location: Paras & Timbol Law Office, Angeles City, Pampanga.
 - Summary of Actual Duties
 - a.) Typing/Steno dictation
 - b.) Prepare monthly schedule of cases
 - c.) Lawyer's appointments/hearings
 - d.) Lawyer's trial records
 - e.) Lawyer's notarial
 - f.) Maintain & update ledgers of clients
 - g.) Prepare Monthly State of Accounts of clients

- h.) Lawyer's pending work to do
- i.) Lawyer's outgoing mails/pleadings
- j.) Lawyer's incoming/outgoing emails
- k.) Handles clients' files
- l.) Other related office work as delegated


CAROLINE B. ANDUYAN

(Signature over Printed Name
of Employee/Applicant)

Date: 12/8/2022