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 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) 2. SURNAME Garduce NAME EXTENSION (JR., SR) FIRST NAME Claudette Meli Hoff MA MIDDLE NAME Enterina 3. DATE OF BIRTH 8/23/1995 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Baybay City, Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details. Male ✓ Female 5. SEX ✓ Single Married 17. RESIDENTIAL ADDRESS Mabini 6 CIVIL STATUS House/Block/Lot No Widowed Street Separated Pomponan Other/s: Barangay Subdivision/Village Baybay Leyte 7. HEIGHT (m) 5'2" City/Municipality Province 8. WEIGHT (kg) 54 kgs ZIP CODE 18. PERMANENT ADDRESS Mahini 9. BLOOD TYPE 0 House/Block/Lot No. Street Pomponan 10. GSIS ID NO. None Subdivision/Village Barangay Baybay Leyte 11. PAG-IBIG ID NO. 1211-6705-8128 City/Municipality Province 12. PHILHEALTH NO. 0902-5502-2171 ZIP CODE 6521 13. SSS NO. 0437281052 19. TELEPHONE NO. None 14. TIN NO. 722-849-560 09302545422 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. NA 21. E-MAIL ADDRESS (if any) garduceclaudz@gmail.com **FAMILY BACKGROUND** N/A 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. FATHER'S SURNAME Garduce NAME EXTENSION (JR., SR) FIRST NAME Randy MIDDLE NAME Bathan MOTHER'S MAIDEN NAME Fleur Vincentia J. Enterina Enterina SURNAME FIRST NAME Fleur Vincentia Jumawan (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL UNITS EARNED PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To Calumala Elementary School 6/1/2002 4/1/2008 2008 NA ELEMENTARY Primary NA Secondary 6/1/2008 NA SECONDARY Sta. Teresita National High School 4/1/2012 2012 VOCATIONAL / NA TRADE COURSE BS in Development 6/1/2013 6/14/2017 2017 NA COLLEGE Visayas State University Communicationmajor in NA Development Journalism **GRADUATE STUDIES** digadon DATE SIGNATURE June 6 2024

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VII. LEARNING AND DEVELOPMENT (L& (Start from the most recent L&D/training program and inc				hief/Executive/Mana	gerial positions)			
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3rd Development Communication Praxis Information Officers (IOs)/ Community Developm	ent Information Officers (CDIse)(Madia	Nov. 26, 2018	Nov. 26, 2018	9.0		Visayas State University		
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VIII. OTHER INFORMATION								
31. SPECIAL SKILLS and HOBBIES	32. NO	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
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34.	Are you related by consanguinity or affinity to the appointing of	요즘 하면 보게 있었다. 이 이 이번 생각이 있었다. 나는 집에 이번 사람들이 하는 사람들이 되는 사람들이 되었다. 이 없는 것이 없다는 것이다.				
	chief of bureau or office or to the person who has immediate s Bureau or Department where you will be apppointed,	supervision over you in the Office,		er en		
	a. within the third degree?	☐ YES ☑	NO			
	b. within the fourth degree (for Local Government Unit - Caree					
		If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offer	YES VO				
			If YES, give details:			
	b. Have you been criminally charged before any court?		YES VO NO			
		If YES, give details: Date Filed:				
referencies.	en e	Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of any	law, decree, ordinance or regulation by	YES NO			
	any court or tribunal?		If YES, give details:			
			saraj <u>e zirok sovo</u> ceć nak	Ballige - Seanwayan sett - 197		
37.	Have you ever been separated from the service in any of the	[12] [14] [14] [15] [15] [15] [15] [15] [15] [15] [15	✓ YES [NO		
	dropped from the rolls, dismissal, termination, end of term, fin in the public or private sector?	ished contract or phased out (abolition)	If YES, give details: lesser payment			
38.	Have you ever been a candidate in a national or local elect	ion held within the last year (except	Solver of the second se			
and the	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	YES NO			
	election to promote/actively campaign for a national or local c	경기에는 문화하는 것이 되었다. 그리고 있는 것들은 사람들이 되었다면 하는 그 사람들이 되었다. 그런 그는 것은 그는 그 나는 그는 것이 없는 것이 없는 것이다.	If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent re	esident of another country?	☐ YES	NO		
			If YES, give details (country):			
				The state of the s		
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magn 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p					
a.	Are you a member of any indigenous group?					
	The year a member of any margenous group:	If YES, please specify:	NO			
b.	Are you a person with disability?		YES	✓ NO		
C.	Are you a solo parent?		If YES, please specify ID No:			
			If YES, please specify ID No:			
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	ppointee)				
	NAME	ADDRESS	TEL. NO.			
	Dr. Monina M. Escalada	Baybay City, Leyte	918923657			
-						
	Dr. Christina A. Gabrillo	Baybay City, Leyte	9182700721			
	Dr. Rotacio S. Gravoso	Baybay City, Leyte	9276333892			
42.	I declare under oath that I have personally accomplished			A		
	complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represent			CLAUDETTE MELI HOFF E. GARDUCE		
	agree that any misrepresentation made in this docum			PHOTO		
	administrative/criminal case/s against me.					
G	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)					
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ID	/License/Passport No.: P3163549B	Signature (Sign inside the bo	ox)			
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	SUBSCRIBED AND SWORN to before me this 0.7	JUN 2024 , affiant exhibiti	ng his/her validly issued gov	ernment ID as indicated above.		
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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: March 23, 2022 Present
- Position: Education Research Assistant
- · Name of Office/Unit: Graduate School
- Immediate Supervisor: Marilyn M. Belarmino
- Name of Agency/Organization and Location: Graduate School, VSU
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Providing support to editors, assisting in editorial workflows, checking formatting and referencing styles of the articles submitted, answers phones and emails, handle author inquiries and draft correspondence, keeping track of deadlines, proficiency in editorial software and content management systems
- Duration: April 1, 2018 December 31, 2021
- Position: Science Research Assistant
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Rotacio S. Gravoso
- Name of Agency/Organization and Location: Department of Development Communication, VSU
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
- Meticulously collects and analyzes data relevant to ongoing research projects, ensuring findings align with project goals. Drafts publishable articles or reports, clearly presenting research outcomes. Also, actively contributes to data collection efforts, utilizing strong observational and technical skills to maintain data integrity.

CLAUDETTE MELI HOFF E. GARDUCE

(Signature over Printed Name of Employee/Applicant)

Date: June 5, 2024