

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	Garduce		
FIRST NAME	Claudette Meli Hoff	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Enterina		
3. DATE OF BIRTH (mm/dd/yyyy)	8/23/1995	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	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Mabini House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	5'2"	ZIP CODE	
8. WEIGHT (kg)	54 kgs.		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Mabini House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	None	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-6705-8128		
12. PHILHEALTH NO.	0902-5502-2171		
13. SSS NO.	0437281052	19. TELEPHONE NO.	None
14. TIN NO.	722-849-560	20. MOBILE NO.	09302545422
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	garduceclaudz@gmail.com

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	NAME EXTENSION (JR., SR)		N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Garduce			
FIRST NAME	Randy	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bathan			
25. MOTHER'S MAIDEN NAME	Fleur Vincentia J. Enterina			
SURNAME	Enterina			
FIRST NAME	Fleur Vincentia			
MIDDLE NAME	Jumawan			

(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	Calumala Elementary School	Primary	6/1/2002	4/1/2008	NA	2008	NA
SECONDARY	Sta. Teresita National High School	Secondary	6/1/2008	4/1/2012	NA	2012	NA
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	Visayas State University	BS in Development Communicationmajor in Development Journalism	6/1/2013	6/14/2017	NA	2017	NA
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 6 2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>digarden</i>	DATE	June 6, 2024
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[illegible]

(Continue on separate sheet if necessary)

(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)

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VIII. OTHER INFORMATION

[illegible][illegible]

DATE	1/10/2020	NAME	...
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June 6, 2024

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>Date Filed:</div> <div>Status of Case/s:</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>lesser payment</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Dr. Monina M. Escalada</td><td>Baybay City, Leyte</td><td>918923657</td></tr><tr><td>Dr. Christina A. Gabrillo</td><td>Baybay City, Leyte</td><td>9182700721</td></tr><tr><td>Dr. Rotacio S. Gravoso</td><td>Baybay City, Leyte</td><td>9276333892</td></tr></table>			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
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Dr. Rotacio S. Gravoso	Baybay City, Leyte	9276333892												
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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: Passport</div> <div>ID/License/Passport No.: P3163549B</div> <div>Date/Place of Issuance: Tacloban City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>June 6, 2024</div> <div>Date Accomplished</div>	<div></div> <div>CLAUDETTE MELI HOFF E. GARDUCE</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 07 JUN 2024 , affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>ATTY. RYSAN L. GURDOCOR</div> <div>VSU Chief Legal Officer</div> <div>Person Administering Oath</div>														

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
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- 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