CS FORM No. 212 Revised 2017	PERSON	IAL DAT	A SH	EET				
READ THE ATTACHED GUIDE TO H	made in the Personal Data Sheet and the Work Expen FILLING OUT THE PERSONAL DATA SHEET (PDS) BE es () and use separate sheet if necessary. Indic	FORE ACCOMPLISHING THE P	DS FORM.		n concerned. (Do not fill up. For CSC use only			
I. PERSONAL INFORMATI	ON							
2. SURNAME	Cortes							
FIRST NAME	Jed Asaph NAME EXTENSION (JR., SR) N/A							
MIDDLE NAME	Duatin							
3. DATE OF BIRTH (mm/dd/yyyy)	04/27/1991	16. CITIZENSHIP		✓ Filipino ☐ Dual Ci	itizenship birth by naturalization			
4. PLACE OF BIRTH	Guadalupe, Baybay, Leyte	If holder of dual citize			ndicate country:			
5. SEX	✓ Male Female	please indicate the o	details.	Philippines				
6. CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Cottage #2 House/Block/Lot No. Visayas State University Subdivision/Village		Street Pangasungan Barangay			
7. HEIGHT (m)	1.76	Section of the sectio		BAYBAY	LEYTE			
8. WEIGHT (kg)	89.00	ZIP CODE	City/Municipality 652		Province			
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	1257		orrerezas — FRESENT			
10. GSIS ID NO.	2004108410	navireh eren? esercan?	House/Block/Lot No. Emiliana Subdivision Subdivision/Village BAYBAY City/Municipality		Street Guadalupe (Utod) Barangay			
11. PAG-IBIG ID NO.	913259582892	tavidu aratikas tar			LEYTE Province			
12. PHILHEALTH NO.	130001050258	ZIP CODE	6521					
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563-0354		354 SAUGE SA			
14. TIN NO.	428273380	20. MOBILE NO.		13				
15. AGENCY EMPLOYEE NO.	V00716	21, E-MAIL ADDRESS (if any)	jedcortes@vsu.edu,		edu.ph			
II. FAMILY BACKGROUNE								
22. SPOUSE\'S SURNAME	Cuevas	aremnu statč sa sevi	23. NAME of Ch	ILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME	Jennifer	NAME EXTENSION (JR., SR)	Hans Rafael Cuevas Cortes		11/04/2019			
MIDDLE NAME	Bacason	to a figure and the	Sef Gabriel Cuevas Cortes		10/19/2021			
OCCUPATION	Bank Teller	13 (30 - 3)	Ja	smine Gwen Cuevas Cortes	02/05/2024			
EMPLOYER/BUSINESS NAME	Metropolitan Bank and Trus	t Company	Laborator and the second secon					
BUSINESS ADDRESS	Baybay City, Leyt	е		Approximately the second section of the second				
TELEPHONE NO.		A STATE OF THE STA		912 102 10 10 10 10 10 10 10 10 10 10 10 10 10				
4. FATHER\'S SURNAME	Cortes	sauth side appet		No. 1 Indiana	A CONTROL OF A CONTROL			
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR)	indestgal Fig.		The state of the rain			
MIDDLE NAME	Salvatiera	รักสหรับ สมเด็จกระส		in a solainteni	BESTEEN FRIGHT			
25. MOTHER\'S MAIDEN NAME	Joji Grace Yulores Du	uatin		intervals (Service State Company			
SURNAME	Cortes							
FIRST NAME	Joji Grace							

Duatin (Continue on separate sheet if necessary) SCHOLARSHIP/ ACADEMIC HONORS RECEIVED HIGHEST LEVEL/UNITS 26. PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR GRADUATED LEVEL EARNED (if not graduated) (Write in full) (Write in full) From To ELEMENTARY Alpha Christian School Elementary 1997 2003 2003 N/A SECONDARY Visayas State University Laboratory High School High School 2003 2007 2007 N/A VOCATIONAL/ TRADE COURSE N/A COLLEGE Visayas State University Bachelor of Science in Development Communication 2007 2011 2011 Cum Laude University of the Philippines - Los Banos Master of Science in Development Communication PLEASE SEE ATTACHMENT A GRADUATE STUDIES 2013 2019 2019 N/A

MIDDLE NAME

SIGNATURE

Continue on separate sheet if necessary

DATE 05/07/2024

27. CARE	ER SERVICE/RA 108	IO (BOARD/ BAR) UNDER	DATING	DATE OF				LICENSE (if applicable)		
	SPECIAL LAWS		(If Applicable)	RATING EXAMINATION / PLACE OF EXAMINATION / CONFERMENT				NUMBER	Date o	
4	PD 907		3100 776	N/A N/A			N/A	N/A		
	elines e								7	
/. WORK	EXPERIENC	=		(Continue on separate shee	it if necessary)					
			work) Descriptio	on of duties should be	e indicated in the attache	d Work Exper	Name and Address of the American State of th			
	SIVE DATES n/dd/yyyy)	POSITION TITL (Write in full/Do not abl			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICI (Y/N)	
01/01/2023	PRESENT	Instructor I		Visayas S	tate University	29,737.00	12-3	Permanent	Υ	
06/03/2022		Instructor I	indensi yetibi eli	Visayas S	tate University	28,180.00	12-3	Permanent	Y	
06/03/2022		Instructor I	Y235-0	Visayas S	tate University	28,180.00	12-3	Permanent	Y	
06/03/2022		Instructor I		Visayas S	tate University	28,180.00	12-3	Permanent	Υ	
01/03/2022		Instructor I		Visayas State University		28,180.00	12-3	Temporary	Υ	
07/25/2021		Instructor I		Visayas State University		26,624,00	12-3	Temporary	Υ	
01/01/2021		Instructor I		Visayas State University		26,336.00	12-2	Temporary	Υ	
07/30/2020	07/31/2021	Instructor I		Visayas State University		24,779.00	12-2	Temporary	Y	
01/01/2020		Instructor I		Visayas State University		24,779.00	12-2	Temporary	Y	
08/01/2019	07/31/2020	Instructor I		Visayas State University		23,222.00	12-2	Temporary	Υ	
01/01/2019		Instructor I		Visayas State University		23,222.00	12-2	Temporary	Υ	
08/01/2018	07/31/2019	Instructor I	222130	Visayas State University		22,410.00	12-2	Temporary	Υ	
07/25/2018		Instructor I		Visayas State University		22,149.00	12-1	Temporary	Υ	
01/01/2018	07/31/2018	Instructor I		Visayas State University		22,149.00	12-1	Temporary	Y	
08/01/2017	12/31/2017	Instructor I		Visayas State University		21,387.00	12-1	Temporary	Y	
01/01/2017	07/31/2017	Instructor I		Visayas State University		21,387.00	12-1	Temporary	Υ	
11/01/2016	12/31/2016	Instructor I		Visayas S	tate University	20,651.00	12-1	Temporary	Υ	
01/01/2016	10/31/2016	Instructor I		Visayas State University		20,651.00	12-1	Temporary	Υ	
11/01/2015	12/31/2015	Instructor I		Visayas State University		19,940.00		Temporary	Υ	
12/01/2012	10/31/2015	Instructor I		Visayas State University		19,940,00	-	Temporary	Υ	
06/01/2012	11/30/2012	Instructor I		Visayas State University		19,940.00	-	Contractual	Υ	
06/01/2011	05/31/2012	Instructor I		Visayas Si	ate University	18,333.00	-	Contractual	Υ	
				a madi					original services	
7.00			-CB y	308 (2004)			THE PROPERTY OF			
25.747									1	
				form and Marite Misses					Laborer Carlos Carlos	
1 100 10 20 00		1		Continue on separate sheet	if necessary)			P 224743	272	

Attachment A

i. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS	YEAR	SCHOLARSHIP ACADEMIC
LLVLL			From	То	EARNED (if not graduated)	GRADUATED	HONORS RECEIVED
GRADUATE STUDIES	University of the Philippines Open University	Doctor of Communication	2023		9 units		
	411						
	(0	Continue on separate sheet if necessary)					

VI. VOLUNȚARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVE	RNMENT / PEOPL	E/VOLUNT	ARY ORGANI	ZATION/S	
[*] 29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIV (mm/do		NUMBER OF HOURS	e se en syer.	POSITION / NATURE OF WORK
Christ Baptist Church Guadalupe, Baybay City, Leyte	05/01/2024	PRESENT	1	1 7 1850 19	Administrative Assistant
Christ Baptist Church Guadalupe, Baybay City, Leyte	04/05/2013		1		Pianist
Guadalupe, Baybay City, Leyte					
					y Metric and the first way was 100
	(Continue on separate	sheet if necessary			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRA (Start from the most recent L&D/training program and include only the relevant L&D/training to				gerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAM	INCLUSIVE	DATES OF		Type of LD	CONDUCTED ADOMODED BY
30, THE OF LEARNING AND DEVELOPMENT IN EXPENTIONS FRAINING PROBRAIN (Write in full)	(mm/do	l/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
N/A	From	To	NIA		AUA
N/A	N/A	N/A	N/A	N/A	N/A
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					minerale element sundere since single
A See Angle Co. N					Boose, for classic water, policely asser-
	(02:				restate is that he company day as an
ng kan mga kalang panggang ang mga kalang ng 1929 ng Ng 1935 ng kalang panggang ng 1939 ng kalang ng 1929 ng kalang ng 1929 ng 1929 ng 1929 ng 1929 ng 1929 ng 192					
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				100	
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The second of th	(Continue on separate	sheet if necessary)			
VIII. OTHER INFORMATION					
31. SPECIAL SKILLS and HOBBIES 32.	NON-ACADEMIC DIST (Wri	INCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A				Association of Development Communication Educators and
	7.1	1			Practitioners Philippines Philippine Association of Communication Educators
					ACCUSA TRANSPORTER
			1		1 00 19218 5800
					120 May
A SECOND CONTRACTOR OF THE PROPERTY OF THE PRO	The said	LEAN V	I d MA		
		Y 2024	1111		
1.	(Continue on separate	sheet Wacon-			
SIGNATURE	Rule (hyp (lad) (DA	TF	05/07/2024
OIGHA ONE			DA	, <u> </u>	US/UT/ZUZ4 CS FORM 212 (Revised 2017), Page 3 of 4
	1				Ga FURM 212 Revised 2017), Page 3 of 4

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34.	Are you related by consanguinity or affinity to the apporthe chief of bureau or office or to the person who has in Office, Bureau or Department where you will be appoorting the control of the property of the control of the property of the	mmediate supervision over you in the		
	a. within the third degree?	YES	✓NO	
	b. within the fourth degree (for Local Government Unit	YES If YES, give details:	✓ NO	
			II 7E5, give details.	
35.	a. Have you ever been found guilty of any administrative	/e offense?	YES	✓NO
		If YES, give details:		
	b. Have you been criminally charged before any court?	Systematics and introduced the	YES If YES, give details:	✓NO
			Date Filed:	
			Status of Case/s:	
36.	Have you ever been convicted of any crime or violation	of any law, decree, ordinance or	YES	✓NO
	regulation by any court or tribunal?		If YES, give details:	
37.	Have you ever been separated from the service in any	of the following modes: resignation	YES	✓NO
	retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?		If YES, give details:	
38.	a. Have you ever been a candidate in a national or local	al election held within the last year	YES	✓NO
	(except Barangay election)?		If YES, give detail	
	b. Have you resigned from the government service duri last election to promote/actively campaign for a national	YES If YES, give detail	S:	
39.	Have you acquired the status of an immigrant or perma	nent resident of another country?	YES	✓NO
			If YES, give details (country):
a.	Pursuant to: (a) Indigenous People\'s Act (RA 8371); (b 7277); and (c) Solo Parents Welfare Act of 2000 (RA 89). Are you a member of any indigenous group? Are you a person with disability?	☐YES If YES, please speci ☐YES If YES, please speci	✓NO	
c.	Are you a solo parent?		YES If YES, please speci	✓NO fy ID No
41	REFERENCES (Person not related by consanguinity or affinity to app	nlicant /annointee)	iii , Ze, picaes opea	, is no
	NAME	ADDRESS	TEL. NO.	
	Ulderico Alviola	USA, BAYBAY CITY, CEYER	0977-857-2000	
	Christina Gabrillo	VEM, BAYBAN CITY, LEYE	6933-576-2944	
	Rotacio Gravoso	MARCOT, BAYBAY CAY, LEYE		
42.	I declare under oath that I have personally accomplish			
	complete statement pursuant to the provisions of pert Philippines. I authorize the agency head/authorized rep agree that any misrepresentation made in this doc administrative/criminal case/s against me.	tinent laws, rules and regulations of the resentative to verify/validate the contents	Republic of the stated herein. I	JED ASAPH D. CORTES
Go	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License,	AML		
	PLEASE INDICATE ID Number and Date of Issuance overnment Issued ID: VSU ID			
-	License/Passport No.: V00716			
		Signature (Sign inside the b	oox)	
Da	te/Place of Issuance: 06/15/2023 / VSU, Visca, Baybay City, Leyte	Date Accomplished		Right Thumbmark
	SUBSCRIBED AND SWORN to before me this	1 4 MAY 2024 , affiant exhi	ibiting his/her validly iss	ued government ID as indicated above.
		11.		
		AFTY RYSAN C. GUINOCOR VSU Ches Legal Officer		
		Person Administering Oat	in the	

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 1, 2011 to present
- Position: Instructor I
- Name of Office/Unit: DevCom, VSU
- Immediate Supervisor: Dr. Ulderico A. Alviola
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Levte
 - List of Accomplishments and Contributions (if any)
 - 1. Former Head of VSU Web Team & VSU Printing Press
 - 2. Taught undergraduate development communication courses
 - 3. Taught graduate development communication courses (DEVC257, DEVC245, etc)
 - 4. Produced university jingles and audio-visual productions
 - Summary of Actual Duties
 - 1. Teach undergraduate and graduate development communication courses
 - 2. Conduct research and extension projects
 - 3. Manage administrative positions/committees

JED ASAFA D. CORTES

(Signature over Printed Name of Employee/Applicant)

Date: 6777/2