

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	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	<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	Guadalupe, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Cottage #2 House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.76	ZIP CODE	6521
8. WEIGHT (kg)	89.00	18. PERMANENT ADDRESS	1257 House/Block/Lot No. Street Emiliana Subdivision Guadalupe (Utad) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6521
10. GSIS ID NO.	2004108410	19. TELEPHONE NO.	(053) 563-0354
11. PAG-IBIG ID NO.	913259582892	20. MOBILE NO.	908-814-4813
12. PHILHEALTH NO.	130001050258	21. E-MAIL ADDRESS (if any)	jedcortes@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	428273380		
15. AGENCY EMPLOYEE NO.	V00716		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cuevas	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jennifer	Hans Rafael Cuevas Cortes	11/04/2019
MIDDLE NAME	Bacson	Sef Gabriel Cuevas Cortes	10/19/2021
OCCUPATION	Bank Teller	Jasmine Gwen Cuevas Cortes	02/05/2024
EMPLOYER/BUSINESS NAME	Metropolitan Bank and Trust Company		
BUSINESS ADDRESS	Baybay City, Leyte		
TELEPHONE NO.			
24. FATHER'S SURNAME	Cortes		
FIRST NAME	Edgardo		
MIDDLE NAME	Salvatiera		
25. MOTHER'S MAIDEN NAME	Joji Grace Yulores Duatin		
SURNAME	Cortes		
FIRST NAME	Joji Grace		
MIDDLE NAME	Duatin		

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	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
GRADUATE STUDIES	University of the Philippines - Los Banos	Master of Science in Development Communication	2013	2019		2019	N/A
PLEASE SEE ATTACHMENT A							

SIGNATURE		DATE	05/07/2024
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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
	PD 907		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	Instructor I	Visayas State University	29,737.00	12-3	Permanent	Y
	06/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
	06/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
	06/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
	01/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Temporary	Y
	07/25/2021		Instructor I	Visayas State University	26,624.00	12-3	Temporary	Y
	01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
	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	Y
	01/01/2019		Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
	08/01/2018	07/31/2019	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
	07/25/2018		Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
	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	Y
	11/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
	01/01/2016	10/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
	11/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
	12/01/2012	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
	06/01/2012	11/30/2012	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
	06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Contractual	Y

(Continue on separate sheet if necessary)

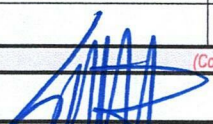
SIGNATURE



DATE

05/07/2024

Attachment A


ii. 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			
GRADUATE STUDIES	University of the Philippines Open University	Doctor of Communication	2023		9 units		
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/07/2024		







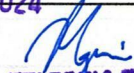
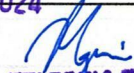
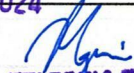
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Christ Baptist Church Guadalupe, Baybay City, Leyte	05/01/2024	PRESENT	1	Administrative Assistant
	Christ Baptist Church Guadalupe, Baybay City, Leyte	04/05/2013		1	Pianist

[illegible]

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	Association of Development Communication Educators and Practitioners Philippines
		Philippine Association of Communication Educators

SIGNATURE		DATE	05/07/2024
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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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Ulderico Alviola</td><td>VSU, BAYBAY CITY, LEYTE</td><td>0977-857-2000</td></tr><tr><td>Christina Gabrillo</td><td>VSU, BAYBAY CITY, LEYTE</td><td>0933-516-2964</td></tr><tr><td>Rotacio Gravoso</td><td>MARCOM, BAYBAY CITY, LEYTE</td><td>0921-900-9874</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Ulderico Alviola	VSU, BAYBAY CITY, LEYTE	0977-857-2000	Christina Gabrillo	VSU, BAYBAY CITY, LEYTE	0933-516-2964	Rotacio Gravoso	MARCOM, BAYBAY CITY, LEYTE	0921-900-9874
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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.														
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"> Signature (Sign inside the box) 05/07/2024 Date Accomplished</td><td rowspan="4"> Right Thumbmark</td></tr><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: V00716</td></tr><tr><td>Date/Place of Issuance: 06/15/2023 / VSU, Visca, Baybay City, Leyte</td></tr></table>			Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 05/07/2024 Date Accomplished	 Right Thumbmark	Government Issued ID: VSU ID	ID/License/Passport No.: V00716	Date/Place of Issuance: 06/15/2023 / VSU, Visca, Baybay City, Leyte						
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ID/License/Passport No.: V00716														
Date/Place of Issuance: 06/15/2023 / VSU, Visca, Baybay City, Leyte														
SUBSCRIBED AND SWORN to before me this <u>14 MAY 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td> APTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</td></tr></table>			 APTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath											
 APTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath														



JED ASAPH D. CORTES

PHOTO

Right Thumbmark

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, Leyte
- 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 ASAPH D. CORTES

(Signature over Printed Name
of Employee/Applicant)

Date: 6/27/24