

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	ANDO		
FIRST NAME	JENNIFER	NAME EXTENSION (JR., SR)	
MIDDLE NAME	EVANGELIO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/27/1980	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	If holder of dual citizenship, please indicate the details.	Poland
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Block 219 Purok 8, Sitio Lunas House/Block/Lot No. Street Subdivision/Village Bunga Baybay Leyte City/Municipality Province
7. HEIGHT (m)	144	ZIP CODE	6521
8. WEIGHT (kg)	84		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	Block 219 Purok 8, Sitio Lunas House/Block/Lot No. Street Subdivision/Village Bunga Baybay Leyte City/Municipality Province
10. GSIS ID NO.	2004088327	ZIP CODE	6251
11. PAG-IBIG ID NO.	0021- 416170- 06		
12. PHILHEALTH NO.	01-050263415-7	19. TELEPHONE NO.	N/A
13. SSS NO.	33-8118305-4	20. MOBILE NO.	09176569577
14. TIN NO.	236-429-030-000	21. E-MAIL ADDRESS (if any)	jhenando@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	VSU ID NO. V000714		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ANDO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOEVEL	NAME EXTENSION (JR., SR)	JEZRELLE FERNAN E. ANDO	11/05/2004
MIDDLE NAME	TUMALE		JEROEN ZYDOR E. ANDO	05/15/2009
OCCUPATION	COS Administrative Aide I			
EMPLOYER/BUSINESS NAME	VSU, SPMO			
BUSINESS ADDRESS	VSU, Visca, Baybay City			
TELEPHONE NO.	9267139066			
24. FATHER'S SURNAME	EVANGELIO			
FIRST NAME	FERNANDO (Deceased)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARTIZON			
25. MOTHER'S MAIDEN NAME	CASTRO			
SURNAME	CASTRO			
FIRST NAME	FE (Deceased)			
MIDDLE NAME	CASTOR		(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	Visca Foundation Elementary School	Elementary Education	06/01/1987	3.20.1993	NA	1993	Principal's List
SECONDARY	Visca Laboratory High School	Secondary Education	06/01/1993	3.19.1997	NA	1997	With Honor's
COLLEGE	Silliman University	Bachelor of Mass Communication	06/01/1997	3.23.2001	NA	2001	Graduate
GRADUATE STUDIES	Visayas State University	MS Language Teaching minor in Management	01/05/2017	05/31/2023	NA	2023	Graduate

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 9, 2025	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]


(Continue on separate sheet if necessary)

SIGNATURE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(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)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	2024 Service Excellence Summit for Leaders	11/13/2024	11/14/2024	16	Leadership and Management	Civil Service Commission
	1st Joint Meeting Cum Operations Planning for CY 2024	03/07/2024	03/08/2024	16.0	HR Skills	CPOWLI CSC Western Leyte Field Office
	Supervisory Development Course (SDC) Track2 & 3	10/09/2023	10/13/2023	40	Leadership and Management	Civil Service Commission
	Supervisory Development Course (SDC) Track 1	09/20/2022	09/23/2022	32	Leadership and Management	Civil Service Commission
	Language Registers and Visuals Exhibit Seminar	5.18.19	5.18.19	4.0	Soft Skills	Department of Liberal Arts and Behavioral Sciences, VSU
	Western World Literature Exhibit and Seminar	05/11/2019	05/11/2019	4.0	Soft Skills	Department of Liberal Arts and Behavioral Sciences, VSU
	Paralegal Training Module 2	03/12/2019	3.15.19	32.0	Leadership and Management	Council for the Restoration of Filipino Values
	Seminar-Workshop on Open Data Kit	03/07/2019	03/07/2019	8.0	Technical	Department of Statistics, VSU
	2019 Regional Congress of Human Resource Practitioners (HRMPs)	2.28.19	03/01/2019	16.0	Leadership	Civil Service Commission
	30th Joint VICARP anmd RRDEN symposium	11.21.19	11.23.18	24.0	Soft Skills	Visayas Consortium for Agriculture Aquatic and Natural Resources Program (VICARP)
	Values Restoration Officer's (VRO) Capacity Building IV	10.23.18	10.26.18	32.0	Leadership	Council for the Restoration of Filipino Values
	Career Planning and Development	09/04/2018	09/07/2018	32.0	Skills	Personnel Officers Association of the Phils., Inc
	Target Setting Workshop	8.20.18	8.21.18	16.0	Skills	Visayas State University
	PRIME-HRM Conversation with Leaders	05/29/2018	05/30/2018	26.0	Leadership	Civil Service Commission
	Echo-Seminar Workshop on the 1st Association Education Researchers and Trainers (ASSERT)	02/07/2018	02/07/2018	8.0	Soft Skills	Office of the Graduate School, VSU
	3-Day National Consultative Workshop on the Proposed Revised Organizational Structure and Staffing Standards for SUCs (ROSSSS)	1.31.18	02/02/2018	24.0	Skills	Philippine Association of State Universities and Colleges
	Orientation on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)	11.20.17	11.21.17	16.0	Managerial	Civil Service Commission
	Workshop in Preparation for CHED-ISA Evaluation	9.25.17	9.26.17	16.0	Skills	Visayas State University
	1st Service Excellence Summit for Leaders	9.22.17	9.22.17	8.0	Leadership	Civil Service Commission
(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)	
	Baking	SRA Model of the Year 2016			NA	
	Singing					
	Surfing the Web					
(Continue on separate sheet if necessary)						
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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)?

☐ 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:

Resignation

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.
Dr. Beatriz S. Belonias	DBS, VSU, Visca Baybay City	05356560600 loc 1019
Ms. Honey Sofia V. Colis	HRMD, VSU, Visca, Baybay City Leyte	05356560600 loc 11060
Dr. Lourdes B. Cano	San Isidro, Baybay City, Leyte	9176341502

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.

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

Government Issued ID: V000714

ID/License/Passport No.:

Date/Place of Issuance: March 9, 2011/Visayas State University

Signature (Sign inside the box)

May 9, 2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 24 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN BECAL S. MONTERON
VSU Director, Legal Affairs and Services

Person Administering Oath

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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.

- | |
|---|
| <ul style="list-style-type: none"> • Duration: February 13, 2017 – May 12, 2025 • Position: Education Program Specialist II • Name of Office/Unit: Human Resource Management and Development Office • Immediate Supervisor: Honey Sofia V. Colis • Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte • List of Accomplishments and Contributions <ul style="list-style-type: none"> ○ Assisted to be awarded as PRIME-HRM Level II ○ Assisted to be awarded in the PQA • Summary of Actual Duties <ul style="list-style-type: none"> ○ Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions. |
| <ul style="list-style-type: none"> • Duration: November 7, 2010 – February 10, 2017 • Position: Science Research Assistant • Name of Office/Unit: Office of the Vice-President for Research and Extension and Innovations • Immediate Supervisor: Prof. Efren B. Saz • Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte • List of Accomplishments and Contributions <ul style="list-style-type: none"> ○ Come up with an Extension Program at Groove FM for the Farmers • Summary of Actual Duties <ul style="list-style-type: none"> ○ Responsible in monitoring and evaluation of Extension Project, assist the training coordinator in conducting trainings, make reports, and consolidated data for submission to all government agencies |
| <ul style="list-style-type: none"> • Duration: January 27, 2005 – July 31, 2010 • Position: Customer Service Representative • Name of Office/Unit: Convergys Philippines Services • Immediate Supervisor: Mr. Peter Escudero • Name of Agency/Organization and Location: Banawa, Cebu City • Summary of Actual Duties <ul style="list-style-type: none"> ○ Respond to customer's inquiries, resolving complaints especially to SPRINT Accounts |
| <ul style="list-style-type: none"> • Duration: December 12, 2001 – December 30, 2004 • Position: Writer/Research • Name of Office/Unit: J7, Civil Military Operations |

- Immediate Supervisor: General Dionisio Santiago
- Name of Agency/Organization and Location: Camp Crame, Quezon City

- Summary of Actual Duties

- Draft letters/directives relative to civil military operations. Assist on the Psychological Office Division on CMO related matters.


JENNIFER E. ANDO

(Signature over Printed Name
of Employee/Applicant)

Date: 5/9/2015