

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 () ☐ 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	DEGENION		
FIRST NAME	JONNA GRACE		NAME EXTENSION (JR., SR)
MIDDLE NAME	VIVERO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/3/1976	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Javier, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	
7. HEIGHT (m)	1.55 m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	51 kg		Subdivision/Village Barangay
9. BLOOD TYPE	"O"		Baybay City Leyte
10. GSIS ID NO.	2006415124		City/Municipality Province
11. PAG-IBIG ID NO.	1212-0139-9062	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-202590226-6	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	none		Subdivision/Village Barangay
14. TIN NO.	945-565-175		Baybay City Leyte
15. AGENCY EMPLOYEE NO.	NA		City/Municipality Province
19. TELEPHONE NO.	None	20. MOBILE NO.	0950-972-0935
21. E-MAIL ADDRESS (if any)	jonna.degenion@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DEGENION		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JEFFREY	NAME EXTENSION (JR., SR)	CJ V. DEGENION	Sept.11, 2000
MIDDLE NAME	PARAISO		CARL JOEFFREIGH V. DEGENION	Dec.4, 2003
OCCUPATION	SELF-EMPLOYED		CLINT JACOB V. DEGENION	Sept.9, 2011
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	VIVERO			
FIRST NAME	CIPRIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CADOCOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANDIA			
FIRST NAME	LOURDES			
MIDDLE NAME	ESTREBER			

(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	Javier Central School	primary education	1984	1989	graduated	1989	NA
SECONDARY	Javier National High School	secondary education	1989	1993	graduated	1993	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	Not Applicable	NA	NA
COLLEGE	Visayas State College of Agriculture	Bachelor of Animal Science	1995	2001	graduated	2001	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE	DATE	December 5, 2024
-----------	------	------------------

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

December 5, 2024

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		
	NA	NA	NA	NA	NA

(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			
	ISO 9001:2015 Awareness/Re-awareness Webinar	8/30/2022	8/31/2022	8 hrs.	Technical	VSU
	5S Training for Utility And Messenger Personnel	11/24/2022	11/24/2022	4 hrs.	Technical	VSU
	ISO 9001:2015 Awareness/Re-awareness Webinar	9/13/2021	9/13/2021	6 hrs.	Technical	VSU
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4 hrs.	Technical	VSU
	Gender Sensitivity Training for the Administrative & Support Staff	9/11/20218	9/11/2018	8 hrs.	Technical	GAD, VSU
	Orientation Workshop Among JO Clerks & Laboratory Technicians	1/15/2018	1/15/2018	8 hrs.	Technical	VSU
	Orientation on Basic Customer Service and Work Values	9/5/2017	9/5/2017	8 hrs.	Technical	VSU
	Workshop to Review and Improve Citizens' Charter	9/1/2016	9/1/20216	4 hrs.	Technical	VSU
	ISO 9001-2008 Orientation and Writeshop Among Clerks & Secretaries	9/21/2015	10/6/2015	16 hrs	Technical	VSU
	ISO 9001-2008 Orientation and Writeshop Among Faculty & Staff	9/15/2015	9/15/2015	4 hrs.	Technical	VSU

(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)
	typing, reading & cooking		NA		NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2024
-----------	---	------	------------------

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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 5, 2005 – June 30, 2022
- Position: Adm. Aide III (Job Order)
- Name of Office/Unit: Office of the Director for Administration & Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Receives and releases documents submitted for actions at the Office of the Director for Administration for a total of the number of days and hours as prescribed and agreed; Prepares all the financial and personnel documents needed in the performance of the functions of the office and facilitates/follow up its processing at the various administrative units in the university;
 - Designed training program for retirees under EO 366

- Summary of Actual Duties
 - Receives and releases documents submitted for action at the Office of the Director for Administration for a total of number of days and hours as prescribed and agreed
 - Prepares all financial and personnel documents need in the performance of the functions at the office
 - Maintains the filing system of the office accomplishments as input of the office annual report and OPCR entries

- Duration: July 1, 2022- December 15, 2023
- Position: Adm. Aide III (Job Order)
- Name of Office/Unit: Records and Archives Office (RAO)
- Immediate Supervisor: Ms. Maria Roberta S. Miraflor
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Files appointments, NOSA, NOSI, contracts and 201 documents of academic staff (Teaching and non-teaching, High school) to its respective 201 folders; prepares and submits monthly report of stamps accountability;
 - Act as dDRC.

- Files appointments, NOSA, NOSI, contracts and 201 documents of academic staff (Teaching and non-teaching, High school) to its respective 201 folders; prepares and submits monthly report of stamps accountability;
- Act as dDRC.


JONNA GRACE V. DEGENION

(Signature over Printed Name
of Employee/Applicant)

Date: _____