

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	TINAJA		
FIRST NAME	JENNIFER	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	GENDRANO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/28/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	METRO MANILA	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	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.46	ZIP CODE	
8. WEIGHT (kg)	42		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	02005850492		
11. PAG-IBIG ID NO.	12-1-0225-2024	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
12. PHILHEALTH NO.	13-025234872-6	ZIP CODE	
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	457-370-274	20. MOBILE NO.	09107617575
15. AGENCY EMPLOYEE NO.	V01227	21. E-MAIL ADDRESS (if any)	jennifer,tinaja@vsu.edu.ph

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	TINAJA			
FIRST NAME	CRISTITUTO	NAME EXTENSION (JR, SR) N/A		
MIDDLE NAME	MONDAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	GENDRANO			
FIRST NAME	VENUS			
MIDDLE NAME	ANDANAR		(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	1st Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT	2016	2018	40 UNITS	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	01/14/25
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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
	Civil Service Eligible	81.6	Aug.4,2019	Maasin City	N/a	N/A

V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	01/14/25
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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				

(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			
	VSUCC BASIC COOPRETAIVE COURSE SEMINAR	06/10/2017		8.0	Technical	National Confederation of Cooperatives (NATCCO)
	Frontliner and Excellent Customer Service	11/08/2022	11/10/2022	24.0	Technical	Personnel Officers of the Philippines (POAP)
	BookKeeping with QuickBooks Online	07/24/2023	07/28/2023	15.0	Technical	Virtual Assistant Training Philippines
	ISO 9001-2015 Awareness/Re-awareness Seminar	08/30/22	08/31/22	16.0	Technical	VISAYAS STATE UNIVERSITY
	ACCOUNTING FOR NON-ACCOUNTANT	10/23/23	10/26/23	4 DAYS	Technical	COMMISSION ON AUDIT REGION 8
	ISO 9001-2015 Awareness/Re-awareness Seminar	08/29/23	08/29/23	8.0	Technical	VISAYAS STATE UNIVERSITY
	Orientation on COA Guidelines Supporting Government Digitalization	11/11/2024	11/12/2024	16hrs	Technical	COMMISSION ON AUDIT REGION 8

(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)
	Computer Literate		2014 Endeavor Awardee of Department of Business and Management		Metamorphoo Campus Ministry (Adviser)
	Writing				VSU Alumni member
	Driving skills				VSUCC Member
					AdPA Member

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/14/25
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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:

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.
MARIA ELSA M. UMPAD	President Office, VSU	053-565-0600-1000
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	053-565-0600-1011
NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	053-565-0600-1006

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:	VSU ID
ID/License/Passport No.:	V01227
Date/Place of Issuance:	03-03-2021



Signature (Sign inside the box)

01/14/25


Date Accomplished



JENNIFER G. TINAJA


PHOTO

Handwritten: nanday ul signature



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. KAREN ABIGAIL 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.

- Duration: June 25,2014-December 31,2020
- Position: Administrative Aide III (Job Order Status)
- Name of Office/Unit:Philippine Rootcrops Training Center
- Immediate Supervisor: Maria Elsa M. Umpad
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties

- Preparation of Disbursement Vouchers for travel and supplies such as Cash advances, replenishment and Liquidation Report
- Process procurement voucher for suppliers
- Prepare Travel Order and Trip tickets
- Serve clients as needed
- Act as adDRC for ISO activities

- Duration: January 1,2021- February 2,2025
- Position: Administrative Aide III (Regular status)
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Assist for the improvement of Cumulus One System (et.al Quarterly report, Grades Due, Inbank payment)
- Summary of Actual Duties

- Prepare Assessment, Payment and Receivable of Students' Account for High School, College and Graduate Students
- Prepare Account Receivable for School Fees
- Posting of Regular Salaries and other Benefits
- Prepare deduction of Regular payroll for Pag-ibig and taxes
- Prepare of Report of Salary and Allowances of Top Management Personnels
- Act as dDRC for ISO matters


JENNIFER G. TINAJA
(Signature over Printed Name
of Employee/Applicant)
Date: 2/3/25