

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	JAYME		
FIRST NAME	JENEFER	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/12/1991	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	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
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	House/Block/Lot No. Street BRGY. HIBUNAWAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.81M	ZIP CODE	
8. WEIGHT (kg)	68 KG		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	CRN-021-1759-0731-2		
11. PAG-IBIG ID NO.	1211-0832-9176	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. HIBUNAWAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
12. PHILHEALTH NO.	13-025202659-3	ZIP CODE	6521
13. SSS NO.	0634850338	19. TELEPHONE NO.	NONE
14. TIN NO.	452-660-397	20. MOBILE NO.	09651332555
15. AGENCY EMPLOYEE NO.	V00948	21. E-MAIL ADDRESS (if any)	jebhang22@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	JAYME	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DAVE PETER	NAME EXTENSION (JR., SR)	DAYNE PAUL B. JAYME 05/11/2011
MIDDLE NAME	GODOY		JAVERN MYKE B. JAYME 29/09/2014
OCCUPATION	OFFICE CLERK		JYDEI PHIL B. JAYME 26/06/2020
EMPLOYER/BUSINESS NAME	VSU		
BUSINESS ADDRESS	VSU, BAYBAY CITY, LEYTE		
TELEPHONE NO.	9061332555		
24. FATHER'S SURNAME	NA		
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NA		
25. MOTHER'S MAIDEN NAME			
SURNAME	BAGARINAO		
FIRST NAME	FLORENCIA		
MIDDLE NAME	TOLERO		(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	ORMOC CITY CENTRAL SCHOOL	PRIMARY	1998	2004	GRADUATED	2004	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2004	2008	GRADUATED	2008	HONORABLE MENTION
VOCATIONAL / TRADE COURSE	NA	NA					
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN HOTEL RESTAURANT TOURISM MANAGEMENT	2008	2013	GRADUATED	2013	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT	01/08/2019	present	21 UNITS		NA

(Continue on separate sheet if necessary)

SIGNATURE	DATE	February 2, 2023	CS FORM 212 (Revised 2017), Page 1 of 4
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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
	CS SUBPROFESSIONAL EXAM	80.7	03/05/2015	Tacloban City, Leyte		
	CS PROFESSIONAL EXAM	81.0	18/03/2018	ORMOC CITY, LEYTE		
	Driver's License		06/01/2020	LTO, BAYBAY CITY, LEYTE	H1220000107	10/12/2024

## V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	February 2, 2023	CS FORM 212 (Revised 2017), Page 2 of 4
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February 2, 2023

CS FORM 212 (Revised 2017), Page 2 of 4



## 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					


(Continue on separate sheet if necessary)

[illegible]





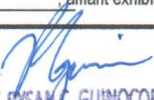
(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DANCING		NA		VSU Administrative Personnel Association
	READING				
	Microsoft Office Applications				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 2, 2023	CS FORM 212 (Revised 2017), Page 3 of 4
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<div>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)?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>DR. LOURDES B. CANO</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9176341502</td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9173126266</td></tr><tr><td>HONEY SOFIA V. COLIS</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9176341490</td></tr></table>			NAME	ADDRESS	TEL. NO.	DR. LOURDES B. CANO	VSU, BAYBAY CITY, LEYTE	9176341502	ATTY. RYSAN C. GUINOCOR	VSU, BAYBAY CITY, LEYTE	9173126266	HONEY SOFIA V. COLIS	VSU, BAYBAY CITY, LEYTE	9176341490
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<div>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.</div>		<div> </div>												
<div><div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><table><tr><td>Government Issued ID:</td><td>VSU ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V00948</td></tr><tr><td>Date/Place of Issuance:</td><td>01/3/2017</td></tr></table></div>	Government Issued ID:	VSU ID	ID/License/Passport No.:	V00948	Date/Place of Issuance:	01/3/2017	<div><div> Signature (Sign inside the box) February 2, 2023 Date Accomplished</div></div>	<div> Right Thumbmark</div>						
Government Issued ID:	VSU ID													
ID/License/Passport No.:	V00948													
Date/Place of Issuance:	01/3/2017													
<div>SUBSCRIBED AND SWORN to before me this <b>02 FEB 2023</b>, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</div></div>														