

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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: Philippines
4. PLACE OF BIRTH	BAYBAY CITY	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:		
7. HEIGHT (m)	144	17. RESIDENTIAL ADDRESS	Block 219 Sitio Lunas House/Block/Lot No. Street Bunga Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	88	18. PERMANENT ADDRESS	Block 219 Sitio Lunas House/Block/Lot No. Street Bunga Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6251
9. BLOOD TYPE	AB+	19. TELEPHONE NO.	None
10. GSIS ID NO.	2004088327	20. MOBILE NO.	0936-735-6354
11. PAG-IBIG ID NO.	0021- 416170- 06	21. E-MAIL ADDRESS (if any)	jhenando@vsu.edu.ph
12. PHILHEALTH NO.	01-050263415-7		
13. SSS NO.	33-8118305-4		
14. TIN NO.	236-429-030-000		
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	11.5.04
MIDDLE NAME	TUMALE		JEROEN ZYDOR E. ANDO	05/15/2009
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	0926-021-0181			
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	6.1.87	3.20.1993		1993	Principal's List
SECONDARY	Visca Laboratory High School	Secondary Education	6.1.93	3.19.1997		1997	With Honor's
VOCATIONAL / TRADE COURSE							
COLLEGE	Silliman University	Bachelor of Mass Communication	6.1.97	3.23.2001		2001	Graduate
GRADUATE STUDIES	Visayas State University	MS Language Teaching	1.5.17	present			CHED K-12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/11/19	CS FORM 212 (Revised 2017), Page 1 of 4
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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		

(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			
	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	5.11.19	5.11.19	4.0	Soft Skills	Department of Liberal Arts and Behavioral Sciences, VSU
	Paralegal Training Module 2	3.12.19	3.15.19	32.0	Leadership and Management	Council for the Restoration of Filipino Values
	Seminar-Workshop on Open Data Kit	3.7.19	3.7.19	8.0	Technical	Department of Statistics, VSU
	2019 Regional Congress of Human Resource Practitioners (HRMPs)	2.28.19	3.1.19	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	9.4.18	9.7.18	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
	Echo-Seminar Workshop on the 1st Association Education Researchers and Trainers (ASSERT)	2.7.18	2.7.18	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	2.2.18	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
	Workshop in Preparation for Level III Phase 2 AACUP Accreditation	6.20.17	6.21.17	16.0	Skills	Visayas State University
	Re-Orientation on the 5S Internal Audit Requirments	6.22.17	6.22.17	8.0	Skills	Visayas State University
	Training Needs Analysis	5.22.17	5.23.17	16.0	Skills	Civil Service Commission
	2017 PRIME-HRM Orientation Action Planning and Workshop	3.20.17	3.20.17	8.0	Workshop	Civil Service Commission
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3.2.17	3.3.17	16.0	Quality	Visayas State University
	Strategic Planning Workshop	2.15.17	2.16.17	16.0	Skills	Visayas State University
	Procurement Planing Workshop	9.13.16	9.13.16	3.0	Soft Skills	Visayas State University

(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		
	Singing				
	Surfing the Web				

(Continue on separate sheet if necessary)

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 checked="" type="checkbox"/> YES <input type="checkbox"/> 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?	<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)		
NAME	ADDRESS	TEL. NO.
Dr. Othello B. Capuno	OVPRE, VSU, Visca, Baybay City, Leyte	
Mrs. Adelina O. Carreno	OVPRE, VSU, Visca, Baybay City, Leyte	
Dr. Lourdes B. Cano	ODAHRD, VSU, Visca, Baybay City, Leyte	563-7643

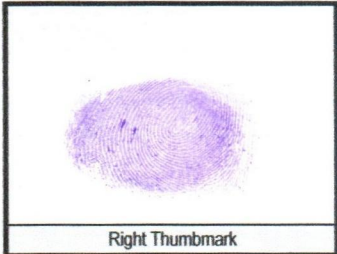
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate 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.



PHOTO

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)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath