

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	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 P.S. 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)	53 kg		Subdivision/Village Barangay
9. BLOOD TYPE	"O"		Baybay City Leyte
10. GSIS ID NO.	none		City/Municipality Province
11. PAG-IBIG ID NO.	1212-0139-9062		
12. PHILHEALTH NO.	13-202590226-6	18. PERMANENT ADDRESS	
13. SSS NO.	332423935	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	945-565-175		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	NA		Baybay City Leyte
19. TELEPHONE NO.	None		City/Municipality Province
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					
COLLEGE	Visayas State College of Agriculture	Bachelor of Animal Science	1995	2001	graduated	2001	NA
GRADUATE STUDIES	NA	NA					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 16, 2023
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[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)

ing

April 13, 2023



## 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


[illegible]

(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	Dec 13, 2023
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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 ROBERTA S. MIRAFLOR	Brgy. Kilim, Baybay City	1065 IP
RYSAN C. GUINOCOR	VSU, Baybay City	0917-312-6266
HONEY SOFIA V. COLIS	Brgy. Guadalupe, Baybay City	563-7323

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.



JONNA GRACE V. DEGENON  
PHOTO




Right Thumbmark

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

Government Issued ID: TIN ID

ID/License/Passport No.: TIN 945-565-175

Date/Place of Issuance: Ormoc City




Signature (Sign inside the box)

12/13/2023

Date Accomplished

SUBSCRIBED AND SWORN to before me this 19 DEC 2023, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath



## 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: 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)
  1. 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;
- Summary of Actual Duties
  - Receives and releases documents submitted for action at the Office of the Director for Administration for a total of the 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 and a record 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)
  - 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.

- 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; Purchase of astamps for monthly consumption and prepares replenishment vouchers of stamps; assist in annual inventory of records; updates 201 files of academic staff based on the CSC checklist, and act as dDRC.

  
JONNA GRACE V. DEGENION

(Signature over Printed Name  
of Employee/Applicant)

Date: 12/18/2023