

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	Garduce		
FIRST NAME	Claudette Mell Hoff		NAME EXTENSION (JR., SR)
MIDDLE NAME	Enterina		
3. DATE OF BIRTH (mm/dd/yyyy)	23/08/1995	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Mabini House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	5'2"	ZIP CODE	
8. WEIGHT (kg)	50 kgs.		
9. BLOOD TYPE		18. PERMANENT ADDRESS	Mabini House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	None	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-6705-8128		
12. PHILHEALTH NO.	0902-5502-2171	19. TELEPHONE NO.	None
13. SSS NO.	0437281052	20. MOBILE NO.	09056835698
14. TIN NO.	722-849-560	21. E-MAIL ADDRESS (if any)	garduceclaudz@gmail.com
15. AGENCY EMPLOYEE NO.	NA		

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)		NA	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Garduce			
FIRST NAME	Randy	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bathan			
25. MOTHER'S MAIDEN NAME	Fleur Vincentia J. Enterina			
SURNAME	Enterina			
FIRST NAME	Fleur Vincentia			
MIDDLE NAME	Jumawan			

(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	Calumala Elementary School	NA	01/06/2002	01/04/2008	NA	2008	NA
SECONDARY	Sta. Teresita National High School	NA	01/06/2008	01/04/2012	NA	2012	NA
VOCATIONAL / TRADE COURSE	NA	NA			NA		NA
COLLEGE	Visayas State University	BS in Development Communication major in Development Journalism	01/06/2013	14/06/2017	NA	2017	NA
GRADUATE STUDIES	NA	NA			NA		NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2023
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[illegible]

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	<i>Agenda</i>	DATE	December 5, 2023
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Continue on separate sheet if necessary)

	MEMBERSHIP DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)

December 5, 2023

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">lesser payment</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Dr. Christina A. Gabrillo	Baybay City, Leyte	09173201196
Dr. Editha G. Cagasan	Baybay City, Leyte	09709260417
Dr. Rotacio S. Gravoso	Baybay City, Leyte	0992271850

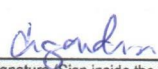
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate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

ID/License/Passport No.: **P3163549B**

Date/Place of Issuance: **Tacloban City**



 Signature (Sign inside the box)
 December 5, 2023
 Date Accomplished



CLAUDETTE MELI HOFF
E. GARDUCE



SUBSCRIBED AND SWORN to before me this **10 JAN 2024**, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSA 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: March 21, 2022 - Present
 - Position: Education Research Assistant
 - Name of Office/Unit: Graduate School
 - Immediate Supervisor: Anabella B. Tulin
 - Name of Agency/Organization and Location: Graduate School, Visayas State Univesity, Visca, Baybay City, Leyte
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- List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
-
1. Responsible for performing all administrative duties, such as answering telephone, replying to emails, working alongside the editor to plan, implement, and implement, and manage the publication schedule of SHJ, creates logical page layout and covers and ensuring stories and articles follow a set style guide
 2. Also responsible for answering inquiries about the Graduate School programs in Facebook, posting updates of the Graduate School events and deadlines in social media, writing articles, designing and creating layout for GradNewsLine


CLAUDETTE MELI HOFF E. GARDUCE
(Signature over Printed Name
of Employee/Applicant)

Date: Jan. 12, 2024