CS Form No. 212 Revised 2017

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## **PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the Illing of administrative/criminal case/s against the person READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes (🔲) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME Garduce NAME EXTENSION (JR., SR) FIRST NAME Claudette Mell Hoff MIDDLE NAME Enterina 3. DATE OF BIRTH 23/08/1995 16 CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Baybay City, Leyte If holder of dual citizenship, Pls. indicate country: piease indicate the details. Male ✓ Female Single. Married 17 RESIDENTIAL ADDRESS O CIVIL STATUS Mabini Widowed Separated House/Block/Lot No Street Other/s: Pomponan Subdivision Village Daranyay 7. HEIGHT (m) 5'2" Baybay Leyte City/Municipality Province 8. WEIGHT (kg) 50 kgs. ZIP CODE 18. PERMANENT ADDRESS O. BLOOD TYPE Mahini House/Block/Lot No. Street 10. GSIS ID NO. None Pomponar Subdivision/Villag Darariyay Baybay 11. PAG-IBIG ID NO. 1211-6705-8128 Levte City/Municipality 12. PHILHEALTH NO. 0902-5502-2171 ZIP CODE 6521 13. SSS NO. 0437281052 9. TELEPHONE NO. None 14. TIN NO 722-849-560 20. MOBILE NO. 09056835698 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) garduceclaudz@gmail.com MA 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/vvvv) NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME BUSINESS ADDRESS TELEPHONE NO. FATHER'S SURNAME Garduce NAME EXTENSION (JP., SR) FIRST NAME Randy MIDDLE NAME Rathan 25. MOTHER'S MAIDEN NAME Fleur Vincentia J. Enterina SURNAME Enterina FIRST NAME Fleur Vincentia MIDDLE NAME Jumawan (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL/ NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR GRADUATED J.EVEI (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To ELEMENTARY Calumala Elementary School NA 01/06/2002 |01/04/2008 2008 NA NA SECONDARY Sta. Teresita National High School NA 01/06/2008 | 01/04/2012 2012 NA NA VOCATIONAL / TRADE COURSE AL NA NÁ MA BS in Development Communication major in COLLEGE Visayas State University 01/06/2013 14/06/2017 NA 2017 Development dournalism NA GRADUATE STUDIES NA NA SIGNATURE DATE December 5 2023

CAREE		90 (BOARD/ BAR) UNDER	RATING	.DATE.OF				LICENSE (if ap	plicable)
	SPECIAL LAW	VS/ CES/ CSEE	(If Applicable)	EXAMINATION / CONFERMENT	TION / CONFERMENT		ANIMADED Date		
BARANGAY ELIGIBILITY / DRIVER'S LICENSE  Career Service - Professional  80.8		80.8		New Ormoc City National Highschool, Ormoc				Validity	
		City,		Leyte					
								,	
WORK E	XPERIENCE		(Co	ntinue on separate shee	t if necessary)				
clude priva	te employmen	t. Start from your recen	t work) Descriptio	n of duties should b	e indicated in the attached	Work Expe			
	SIVE DATES ]	POSITION T			SENCY / OFFICE / COMPANY	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	SERVIC
From	To .	(Write in full/Do not	. abbreviate)	(vvnte in ru	ıll/Do not abbreviate)	SALART	(Format '00-0')/ INCREMENT	AFFORMENT	(Y/ N)
n. 18, 2018	Feb. 15, 2018	Correspondent/Mark	eting Assistant	Eastern Visayas Mail		P 7,200	144	Probationary	N
oril 1, 2018		Science Researc	h Assistant	Departme Communication	nt of Development Visayas State University	P 10,500	NA	Job Order	N
arch 21, 21	Present	Education Research Assistant		Office of the Dear	P 20,000	NA	Casual	Υ	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOV	/ERNMENT / PEOPLE /	VOLUNTARY (	RGANIZATIO	N/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)			POSITION / NATURE OF WORK	
(Willout Aug)	From	То	NUMBER OF HOURS		TOURION/ NATURE OF WORK	
None		1000	3 01 32	1 10		
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		-	9			
		+				
		ate sheet if necessar	n			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/T						
(Start from the most recent L&D/training program and include only the relevant L&D/training			iel/Executive/Mana			
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PR	ROGRAMS AT	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD ( Managerial/	CONDUCTED/ SPONSORED B	
(Write in full)	From	То	NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in full)	
3rd Development Communication Praxis	Nov. 26, 201		9.0	NA	Visayas State University	
Information Officers (IOs)/ Community Development Information Officers (C Conference on ASEAN Integration	Dios)/ Media Jan. 30, 201	Jan. 30, 2018	9.0	NA AF	Philippine Information Ager	
Training-Workshop on Presenting Research Results	Oct. 22, 201	_	18.0	NA.	Visayas State University	
Training-Workshop on Monitoring Outcomes of Extension Projects Using		-	18.0		Visayas State University	
Technique	1107. 20, 201	1104. 27, 2010	10.0	NA	Visayas State Oniversity	
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VIII. OTHER INFORMATION	(Continue on sepa	rate sheet if necessa	(יני			
VIII. OTHER INFORMATION	NON ACADEMICS	ISTINCTIONS / RECO	OGNITION		MEMBERSHIP IN ASSOCIATION/O	
31. SPECIAL SKILLS and HOBBIES 32.		(Write in full)	On Told		33. (Write in full)	
NA NA					14	
	1002 N 10 Ep 1					
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			3			

34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate s Bureau or Department where you will be appointed,		9.				
	a. within the third degree?	YES	NO				
	b. within the fourth degree (for Local Government Unit - Caree	er Employees)?	YES	NO			
			If YES, give details:				
			, g				
35	a. Have you ever been found guilty of any administrative offen	se?	T VEC	NO.			
55.	a. Hare you ere been round gainy or any dammine date ener		YES NO				
			If YES, give details:				
	b. Have you been criminally charged before any court?	YES	NO				
	, , , , , , , , , , , , , , , , , , , ,	If YES, give details:					
			Date Filed:				
		and the second s	Status of Case/s:				
36	Have you ever been convicted of any crime or violation of any	law, decree, ordinance or regulation by	YES NO				
	any court or tribunal?		YES If YES, give details:	J NO			
			ii 125, give details.				
37.	Have you ever been separated from the service in any of the f		✓ YES	NO			
	dropped from the rolls, dismissal, termination, end of term, fini	shed contract or phased out (abolition) in	If YES, give details:	leaser normant			
	the public or private sector?			lesser payment			
38.	a. Have you ever been a candidate in a national or local election	on held within the last year (except	☐ YES ☑ NO				
	Barangay election)?		If YES, give details: _				
	b. Have you resigned from the government service during the	three (3)-month period before the last	☐ YES ☑ NO				
	election to promote/actively campaign for a national or local ca	andidate?	If YES, give details:				
39	Have you acquired the status of an immigrant or permanent re	esident of another country?	□ VEC	T NO			
	, ,		☐ YES ☑ NO If YES, give details (country):				
			ii 165, give details (co	unuy).			
40	Discount to (a) Indianness Develop Act (DA 0274), (b) Man-	- O-d- (- D'					
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magn and (c) Solo Parents Welfare Act of 2000 (RA 8972), please a						
a.	Are you a member of any indigenous group?	alswer the following items.		_			
	Are you a member of any indigenous group?		If YES, please specify:	✓ NO			
b.	Are you a person with disability?	YES NO					
	, i	If YES, please specify ID No:					
C.	Are you a solo parent?	YES V NO					
			If YES, please specify ID I	No:			
41	REFERENCES (Person not related by consanguinity or affinity to applicant /a	Secretary)					
_		appointee)					
	NAME	ADDRESS	TEL. NO.				
	Dr. Christina A. Gabrillo	Baybay City, Leyte	09173201196				
$\vdash$	B		01175201176				
	Dr. Editha G. Cagasan	Baybay City, Leyte	09709260417	8 8			
	Dr. Rotacio S. Gravoso	Baybay City, Leyte	man	100			
42.	I declare under eath that I have personally accomplished		09992271350				
	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertiner	nt laws rules and regulations of the	ue, correct and				
	Philippines. I authorize the agency head/authorized represen	tative to verify/validate the contents state	d herein				
	agree that any misrepresentation made in this docum	nent and its attachments shall cause	e the filing of	CLAUDETTE MELI HOFF			
	administrative/criminal case/s against me.			E. GARDUCE			
F							
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  LEASE INDICATE ID Number and Date of Issuance						
1							
G	overnment issued ID: Passport	. 11					
ID	/License/Passport No.: P3163549B	ox)					
D	ate/Place of Issuance: Tacloban City	JA)					
L	- Storall Sky	Date Accomplished		Right Thumbmark			
	CHECCHIPED AND CMICEN IS LEft	JAN 2024 affiant exhibiting					
	SUBSCRIBED AND SWORN to before me this	, affiant exhibiting	ng his/her validly issued gove	emment ID as indicated above.			
		M					
		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 University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
  - 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 MEDI HOFF E. GARDUCE

(Signature over Printed Name of Employee/Applicant)

Date: Jan. 12, 2024