

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	TINAJA		
FIRST NAME	JENNIFER	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GENDRANO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/28/1993	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	Metro Manila	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" 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 checked="" type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.46	17. RESIDENTIAL ADDRESS	PUROK 1 Street
8. WEIGHT (kg)	42		PANGASUGAN Barangay
9. BLOOD TYPE	B+		BAYBAY CITY City/Municipality
10. GSIS ID NO.	021-3147-4773-1		LEYTE Province
11. PAG-IBIG ID NO.	12-1-0225-2024	ZIP CODE	6521
12. PHILHEALTH NO.	13-025234873-6	18. PERMANENT ADDRESS	PUROK 1 Street
13. SSS NO.	NA		PANGASUGAN Barangay
14. TIN NO.	457-370-274		BAYBAY CITY City/Municipality
15. AGENCY EMPLOYEE NO.	NA		LEYTE Province
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09107617575
		21. E-MAIL ADDRESS (if any)	jennifer.tinaja@vsu.edu.ph

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)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TINAJA			
FIRST NAME	CRISTITUTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MONDAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	GENDRANO			
FIRST NAME	VENUS			
MIDDLE NAME	ANDANAR			
(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	1st Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT	2016	2017	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/1/22
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(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)

SIGNATURE		DATE	10/11/22
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(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)


[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)
	COMPUTER LITERATE		2014 ENDEAVOR AWARDEE OF DEPARTMENT OF BUSINESS AND MANAGEMENT		METAMORPHOO CAMPUS MINISTRY
	WRITING		TEACHING PERFORMANCE EVALUATION BY STUDENT FACILITATOR		VSU ALUMNI
					VSUCC MEMBER

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/1/22
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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)?	<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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>MARIA ELSA M. UMPAD</td><td>PRESIDENT OFFICE, VSU</td><td>N/A</td></tr><tr><td>QUEEN-EVER Y. ATUPAN</td><td>CASH OFFICE, VSU</td><td>N/A</td></tr><tr><td>NICK FREDDY R. BELLO</td><td>ACCOUNTING OFFICE, VSU</td><td>N/A</td></tr></table>		NAME	ADDRESS	TEL. NO.	MARIA ELSA M. UMPAD	PRESIDENT OFFICE, VSU	N/A	QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	N/A	NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	N/A
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: V01227</td></tr><tr><td>Date/Place of Issuance: 03-03-2021</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: VSU ID	ID/License/Passport No.: V01227	Date/Place of Issuance: 03-03-2021	<table><tr><td><div>Signature (Sign inside the box)</div><div>6/11/22</div><div>Date Accomplished</div></td><td><div>PHOTO</div><div></div><div>Right Thumbmark</div></td></tr></table>	<div>Signature (Sign inside the box)</div> <div>6/11/22</div> <div>Date Accomplished</div>	<div>PHOTO</div> <div></div> <div>Right Thumbmark</div>						
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SUBSCRIBED AND SWORN to before me this <u>04 AUG 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYSA M. GUINOCOR VSU Chief Legal Officer Person Administering Oath</div>													