

# 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.** CS ID No. (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	Cortes		
FIRST NAME	Jed Asaph	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Duatin		
3. DATE OF BIRTH (mm/dd/yyyy)	4/27/91	16. CITIZENSHIP	
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country.
5. SEX	MALE		
6. CIVIL STATUS	MARRIED	17. RESIDENTIAL ADDRESS	
		1257	
		House/Block/Lot No.	Street
			Guadalupe
		Subdivision/Village	Barangay
		Baybay	Leyte
		City/Municipality	Province
7. HEIGHT (m)	1.76 cm	ZIP CODE	6521
8. WEIGHT (kg)	78 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	
		1257	
		House/Block/Lot No.	Street
			Guadalupe
		Subdivision/Village	Barangay
		Baybay	Leyte
		City/Municipality	Province
10. GSIS ID NO.	02004108410	ZIP CODE	6521
11. PAG-IBIG ID NO.	913259582892		
12. PHILHEALTH NO.	1300-0105-0258		
13. SSS NO.	None	19. TELEPHONE NO.	(053) 560 0462
14. TIN NO.	428-273-380	20. MOBILE NO.	+63 908 814 4813
15. AGENCY EMPLOYEE NO.	V000716	21. E-MAIL ADDRESS (if any)	jedcortes@vsu.edu.ph / jedcortes@gmail.com

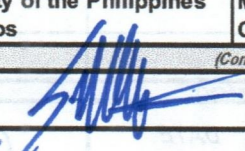
## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CUEVAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JENNIFER	NAME EXTENSION (JR., SR) N/A	CORTES, HANS RAFAEL	11/4/2019
MIDDLE NAME	BACASON		CORTES, SEF GABRIEL	10/19/2021
OCCUPATION	BANK TELLER			
EMPLOYER/BUSINESS NAME	METROPOLITAN BANK AND TRUST COMPANY			
BUSINESS ADDRESS	REAL ST., ORMOC CITY			
TELEPHONE NO.	(053) 560 0462			
24. FATHER'S SURNAME	Cortes			
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Salvatiera			
25. MOTHER'S MAIDEN NAME				
SURNAME	Duatin			
FIRST NAME	Joji			
MIDDLE NAME	Yulores		(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	Alpha Christian School	Elementary Education	1995	2003	N/A	2003	Salutatorian with High Honors
SECONDARY	LSU Laboratory High School	Secondary Education	2003	2007	N/A	2007	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	BS Development Communication	2007	2011	N/A	2011	Cum Laude
GRADUATE STUDIES	University of the Philippines Los Baños	MS Development Communication	2013	2019	N/A	2019	CHED FDP II

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06-24-22
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	News Writing & Basic Photograpy Workshop	03/24/2015	03/26/2015	16	Technical	ATI RTC 3 Hotel Pampanga City of San Fernando, Pampanga
	1st PACE National Conference Presented paper entitled "Effects of Activating Metacognition in High School Students Skills in Searching Information from the Internet"	04/03/2014	04/05/2014	24	Technical	PACE, Benguet State University La Trinidad, Benguet
	Video Production & Promotional Material Seminar	08/03/2013	/ /	8	Technical	Catalyst - Senior MICE Planner Visayas State University
	Training-Workshop on Non-Linear Video Production	05/21/2013	05/24/2013	32	Technical	Visayas State University
	Disseminating Research Findings & Poster-Making Presentation	03/18/2013	/ /	8	Technical	ADCPN, Tacloban City, Philippines
	Basic Campus Journalism	11/05/2012	11/06/2012	16	Onboarding	Visayas State University - Villaba Campus
	Writing & Reviewing Research Papers for Peer-Reviewed Publications	10/01/2012	10/05/2012	40	Technical	OVPRE, GS, ATR, OU Visayas State University
	Regional Tertiary Schools Press Conference	03/01/2012	03/03/2012	24	Quality Training	RTSPAA, Visayas State University
	Training-Worshop on Research Proposal making, Writing for Publication and Research Mentoring for Selected Graduating Students in Region VIII, DOH-EV Staff and EVHRDC Members	12/05/2011	12/09/2011	40	Technical	Tacloban City
	Eastern Visayas Summit on Research, Development and Extension in Higher Educaion Institutions	11/17/2011	11/18/2011	16	Soft skills development	VSU, LNU, CHED Leyte Normal University, Tacloban City
	Training on IEC Materials Production	10/18/2011	10/21/2011	32	Technical	VICARP, Visayas State University
	Campus Journalism Workshop	10/17/2011	10/18/2011	16	Soft skills Development	DDC Greenleaves Visayas State University
	Non-Linear Video Production	10/04/2011	10/07/2011	32	Technical	PCARRD, ViCARP, Visayas State University - Isabel
	Training Workshop on Basic Photography	06/20/2011	06/21/2011	16	Technical	PLAN, Intl., DDC Leyte Park & Hotel Tacloban City

(Continue on separate sheet if necessary)


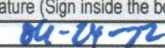

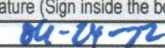

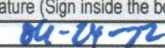






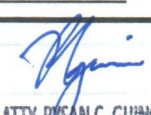
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		N/A		Philippine Association of Communication Educators
					Association of Development Communication Educators

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06-24-22	CS FORM 212 (Revised 2017), Page 3 of 4
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<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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td><b>DR. ROTACIO S. GRAVOSO</b></td> <td><b>VSU,VISCA, BAYBAY CITY, LEYTE</b></td> <td><b>053 565 0600</b></td> </tr> <tr> <td><b>DR.EDITHA G. CAGASAN</b></td> <td><b>DDC, VSU, BAYBAY CITY, LEYTE</b></td> <td><b>053 565 0600</b></td> </tr> <tr> <td><b>DR. EDGARDO E. TULIN</b></td> <td><b>VSU,VISCA, BAYBAY CITY, LEYTE</b></td> <td><b>053 565 0600</b></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>DR. ROTACIO S. GRAVOSO</b>	<b>VSU,VISCA, BAYBAY CITY, LEYTE</b>	<b>053 565 0600</b>	<b>DR.EDITHA G. CAGASAN</b>	<b>DDC, VSU, BAYBAY CITY, LEYTE</b>	<b>053 565 0600</b>	<b>DR. EDGARDO E. TULIN</b>	<b>VSU,VISCA, BAYBAY CITY, LEYTE</b>	<b>053 565 0600</b>
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<p>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.</p>													
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYAN C. GUINOCOR</b>        VSU Chief Legal Officer        Person Administering Oath     </div>													