

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	CO		
FIRST NAME	JOCELYN		
MIDDLE NAME	CASTAÑARES		
3. DATE OF BIRTH (mm/dd/yyyy)	1/17/1968	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, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	MANAGEMENT HOUSE NO. 2 House/Block/Lot No. Street Subdivision/Village Barangay VISCA, BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	148.82 cm	ZIP CODE	6521-A
8. WEIGHT (kg)	50 kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	AB	ZIP CODE	6521
10. GSIS ID NO.	6811702019	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	0801 248013 01	20. MOBILE NO.	09151815224
12. PHILHEALTH NO.	130000 151484	21. E-MAIL ADDRESS (if any)	jclynco@yahoo.com
13. SSS NO.	N/A		
14. TIN NO.	116-627-093		
15. AGENCY EMPLOYEE NO.	V000157		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOLI	NAME EXTENSION (JR., SR)	MERRY CLANDESTINE T. CO	10/6/1998
MIDDLE NAME	TAMBELING			
OCCUPATION	GOV'T EMPLOYEE			
EMPLOYER/BUSINESS NAME	DEP ED - GUADALUPE ELEMENTARY SCHOOL			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TABARANZA			
FIRST NAME	ZOSIMO	SR.		
MIDDLE NAME	TAMBELING			
25. MOTHER'S MAIDEN NAME				
SURNAME	CASTAÑARES			
FIRST NAME	MARCELINA			
MIDDLE NAME	BELDEROL		(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	PLARIDEL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1975	1981	N/A	1981	N/A
SECONDARY	PLARIDEL BRGY. HIGH SCHOOL	HIGH SCHOOL	1981	1984	N/A	1984	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF SAN JOSE RECOLETOS	BS COMMERCE	1984	1988	N/A	1988	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	DATE	4/19/17
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#### IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE SUB-PROFESSIONAL EXAM	82.25%	03/20/1997	TACLOBAN CITY		


(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SAI ARY/ JOR/ PAY GRADE (if applicable) & STEP (Format *00-0*) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2017	PRESENT	ADMIN. AIDE VI	VISAYAS STATE UNIVERSITY	166,212.00	6	PERMANENT	YES
01/01/2016	12/30/2016	ADMIN. AIDE VI	VISAYAS STATE UNIVERSITY	160,536.00	6	PERMANENT	YES
01/01/2015	12/30/2015	ADMIN. AIDE VI	VISAYAS STATE UNIVERSITY	155,052.00	6	PERMANENT	YES
10/01/2014	12/30/2014	ADMIN. AIDE VI	VISAYAS STATE UNIVERSITY	155,052.00	6	PERMANENT	YES
06/24/2010	09/31/2014	ADMIN. AIDE IV	VISAYAS STATE UNIVERSITY	136,860.00	4	PERMANENT	YES
07/01/2009	06/23/2010	ADMIN. AIDE IV	VISAYAS STATE UNIVERSITY	106,656.00	4	PERMANENT	YES
10/03/2008	06/30/2009	ADMIN. AIDE IV	VISAYAS STATE UNIVERSITY	97,044.00	4	PERMANENT	YES
07/01/2008	10/02/2008	ADMIN. AIDE IV	VISAYAS STATE UNIVERSITY	94,692.00	4	PERMANENT	YES
07/01/2007	06/30/2008	ADMIN. AIDE IV	VISAYAS STATE UNIVERSITY	86,088.00	4	PERMANENT	YES
07/01/2007	06/30/2008	ADMIN. AIDE IV	VISAYAS STATE UNIVERSITY	78,264.00	4	PERMANENT	YES
12/01/2004	10/02/2005	ADMIN. AIDE III	VISAYAS STATE UNIVERSITY	74,268.00	3	PERMANENT	YES
06/01/2004	11/30/2004	CLERK-I	LEYTE STATE UNIVERSITY	74,268.00	3	PERMANENT	YES
07/01/2001	05/31/2004	CLERK-I	LEYTE STATE UNIVERSITY	72,468.00	3	PERMANENT	YES
06/01/2001	06/30/2001	CLERK-I	LEYTE STATE UNIVERSITY	69,012.00	3	PERMANENT	YES
01/01/2000	05/31/2001	DEMO-I	VISAYAS STATE COLLEGE OF AGRICULTURE	329.27/D	6	CASUAL	YES
01/01/1999	12/31/1999	DEMO-I	VISAYAS STATE COLLEGE OF AGRICULTURE	299.32/D	6	CASUAL	YES
01/01/1997	12/31/1998	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.64/D	3	CASUAL	YES
01/01/1996	12/31/1996	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	225.27/D	3	CASUAL	YES
01/01/1995	12/31/1995	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	179.82/D	3	CASUAL	YES
01/01/1994	12/31/1994	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	134.36/D	3	CASUAL	YES
01/01/1990	12/31/1993	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00/D	3	CASUAL	YES
01/01/1989	12/31/1989	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00/D	3	CASUAL	YES
08/15/1988	12/31/1988	CLERK-I	VISAYAS STATE COLLEGE OF AGRICULTURE	32.85/D	3	CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/19/2017
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	N/A	VISCA ADMINISTRATIVE PERSONNEL ASSOCIATION
GARDENING		
COOKING		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	<i>[Signature]</i>	<b>DATE</b>	4/19/2017
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<b>SIGNATURE</b>	<i>[Signature]</i>	<b>DATE</b>	4/19/2017
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<b>SIGNATURE</b>	<i>[Signature]</i>	<b>DATE</b>	4/19/2017
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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.
LOUELLA C. AMPAC	VISCA, BAYBAY, LEYTE	563-7273
CORAZON U. NUEVO	VISCA, BAYBAY, LEYTE	563-7272
VELMA P. BONTUYAN	VISCA, BAYBAY, LEYTE	02-521-2027

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: V000157

ID/License/Passport No.:

Date/Place of Issuance: JANUARY 2, 2010

Signature (Sign inside the box)

4/19/2017

Date Accomplished

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

ATTY. RYSAN G. GUINOCOR

Person Administering Oath