

CS Form No. 212  
Revised 2017

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 Meli Hoff

NAME EXTENSION (JR., SR)

MIDDLE NAME

Enterina

3. DATE OF BIRTH  
(mm/dd/yyyy)

23/08/1995

4. PLACE OF BIRTH

Baybay City, Leyte

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

5'2"

8. WEIGHT (kg)

54 kgs.

9. BLOOD TYPE

O

10. GSIS ID NO.

None

11. PAG-IBIG ID NO.

1211-6705-8128

12. PHILHEALTH NO.

0902-5502-2171

13. SSS NO.

0437281052

14. TIN NO.

722-849-560

15. AGENCY EMPLOYEE NO.

NA

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

If holder of dual citizenship,  
please indicate the details.

17. RESIDENTIAL ADDRESS

Mabini

House/Block/Lot No.

Street

Pomponan

Subdivision/Village

Barangay

Baybay

Leyte

City/Municipality

Province

ZIP CODE

18. PERMANENT ADDRESS

Mabini

House/Block/Lot No.

Street

Pomponan

Subdivision/Village

Barangay

Baybay

Leyte

City/Municipality

Province

ZIP CODE

19. TELEPHONE NO.

None

20. MOBILE NO.

09302545422

21. E-MAIL ADDRESS (if any)

garduceclaudz@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

NAME EXTENSION (JR., SR)

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

From

To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

Calumala Elementary School

Primary

01/06/2002

01/04/2008

NA

2008

NA

SECONDARY

Sta. Teresita National High School

Secondary

01/06/2008

01/04/2012

NA

2012

NA

VOCATIONAL /  
TRADE COURSE

NA

COLLEGE

Visayas State University

BS in Development  
Communicationmajor in  
Development Journalism

01/06/2013

14/06/2017

NA

2017

NA

GRADUATE STUDIES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

December 2 2024

CS FORM 212 (Revised 2017), Page 1 of 4



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	December 2, 2024
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[illegible]

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

INCLUSIVE DATES OF		Type of ID	
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[illegible]

VIII. OTHER INFORMATION

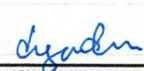


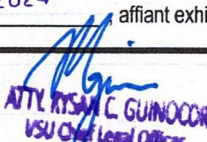
VIII. OTHER INFORMATION			

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	December 2, 2024
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December 2, 2024



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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ <div style="text-align: right;">lesser payment</div>	
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)		
NAME	ADDRESS	TEL. NO.
Dr. Monina M. Escalada	Baybay City, Leyte	918923657
Dr. Christina A. Gabrillo	Baybay City, Leyte	9182700721
Dr. Rotacio S. Gravoso	Baybay City, Leyte	9276333892
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: <b>Passport</b> ID/License/Passport No.: <b>P3163549B</b> Date/Place of Issuance: <b>Tacloban City</b>	<div style="text-align: center;">               Signature (Sign inside the box)              December 2, 2024              Date Accomplished           </div>	<div style="text-align: center;">               PHOTO                Right Thumbmark           </div>
SUBSCRIBED AND SWORN to before me this <b>13 DEC 2024</b> affiant exhibiting his/her validly issued government ID as indicated above.		
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">   <b>ATTY. RYAN C. GUINOCOR</b>              VSU Chief Legal Officer              Person Administering Oath           </div>		



## 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 23, 2022 - Present
- Position: Education Research Assistant
- Name of Office/Unit: Graduate School
- Immediate Supervisor: Marilyn M. Belarmino
- Name of Agency/Organization and Location: Graduate School, VSU

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Providing support to editors, assisting in editorial workflows, checking formatting and referencing styles of the articles submitted, answers phones and emails, handle author inquiries and draft correspondence, keeping track of deadlines, proficiency in editorial software and content management systems

- Duration: April 1, 2018 – December 31, 2021
- Position: Science Research Assistant
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Rotacio S. Gravoso
- Name of Agency/Organization and Location: Department of Development Communication, VSU

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Meticulously collects and analyzes data relevant to ongoing research projects, ensuring findings align with project goals. Drafts publishable articles or reports, clearly presenting research outcomes. Also, actively contributes to data collection efforts, utilizing strong observational and technical skills to maintain data integrity.

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

Date: December 9, 2024