## **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 s		N/A if not applicable. DO NOT A		- 1 DO T ORW	1. CS ID No.		(Do not fill up. F	or CSC use only)	
I. PERSONAL INFORMATIO										
2. SURNAME	Garduce  NAME EXTENSION (JR, SR)									
FIRST NAME	Claudette Meii Rott								and the second	
MIDDLE NAME  3. DATE OF BIRTH	Enterina	20/4/205				and the same of th		Construct the party		
(mm/dd/yyyy)	23/08/1995		16. CITIZENSHIP	✓ Filipino □			Dual Citizenship	<b>□ b</b>	ination	
4. PLACE OF BIRTH	Baybay City, Leyte		If holder of dual citizer				by birth Pls. indicate of	by naturaliountry:	ization	
5. SEX	☐ Male	✓ Female	please indicate the de	please indicate the details.			addining the analysis Market section			
6 CIVIL STATUS	✓ Single		17. RESIDENTIAL ADDRESS	House/Block/Lot No. Subdivision/Village				Mabini Street Pomponan		
7. HEIGHT (m)				(a) Baybay a non-ocitiba na stosy)			4)	Barangay Leyte Province		
8. WEIGHT (kg)	54 kgs.		ZIP CODE		City/Municipality	- (8)	Pack C	Province	2500 0	
9. BLOOD TYPE	0 9100 016		18. PERMANENT ADDRESS	forteissä oppiosissiälä saano		Mabini				
10. GSIS ID NO.	None Village V		al magnification and	House/Block/Lot No.		oine III	Street Pomponan	PARC PHINAL		
11. PAG-IBIG ID NO.	E 1000	6705-8128	or eladors?	Heren		ocal nob.	3 S	Barangay Leyte	plaren z1; 2024	
		5502-2171	710 0005	City/Municipality		Province '				
12. PHILHEALTH NO.			ZIP CODE	6521						
13. SSS NO.	0437281052		19. TELEPHONE NO.	None						
14. TIN NO.	722-849-560		20. MOBILE NO.		09302545422					
15. AGENCY EMPLOYEE NO.	NA		21. E-MAIL ADDRESS (if any)		ge	arducecla	udz@gmail.d	om		
II. FAMILY BACKGROUND 22. SPOUSE'S SURNAME		N/A		23. NAME of CH	HILDREN (Write	full name and	list all)	DATE OF BID	TH (mm/dd/ssau)	
FIRST NAME	N/A		NAME EXTENSION (JR., SR)	or or		N/A	list all)  DATE OF BIRTH (mm/dd/yyyy)			
MIDDLE NAME				The state of the s		Despublished by the second				
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. E	nterina							
SURNAME		Enterina						100		
FIRST NAME		Fleur Vincenti	la							
MIDDLE NAME	Jumawan				(C	ontinue on se	parate sheet if neces	sary)		
III. EDUCATIONAL BACKG	ROUND				Marine Marine			AND ESTABLISHED	DOUG	
26. LEVEL	LEVEL NAME OF SCHOOL (Write in full)		BASIC EDUCATION/DEGREE/COURSE (Write in full)		PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	Calumala E	Elementary School	Primary			01/04/2008	NA	2008	NA	
SECONDARY	Sta. Teresita N	National High School	Secondary	Land	01/06/2008	01/04/2012	NA	2012	NA	
VOCATIONAL / TRADE COURSE		NA					Control of the Control			
COLLEGE	Visayas State University		BS in Developi Communicationn Development Jou	najor in	01/06/2013	14/06/2017	NA	2017	NA	
GRADUATE STUDIES	Annahara alkara an an anaka asa	THE STATE OF THE S	mena a socialisti suomi minerati sissa pia amusiki kalendari	The state of the s	tiga kan sa	Car - Course The year	city, 30 - with those in particular, to	A SHARKCONEL NAME.	(L) Size of the state of the later	
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BAF		TY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	TON / PLACE OF EXAMINATION / CONFERMENT MENT			NÚMBER	Date of Validit
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		t. Start from your recent	work) Description	n of duties should b	e indicated in the attache	d Work Exp			
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	Feb. 15, 2018	Correspondent/Marke	ting Assistant	Easteri	n Visayas Mail	P 7,200	NA NA	Probationary	N
il 1, 2018	December 31, 2020	Science Research		Department of Development CommunicationVisayas State University		P 10,500	NA	Job Order	N
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VI. VOLUNTARY WORK OR INVOLVEME	NT IN CIVIC / NON-GOVERNMENT	/PEOPLE/V	OLUNTARY (	ORGANIZATIO	N/S	
29. NAME & ADDRESS C (Write ii			IVE DATES dd/yyyy) To	NUMBER OF HOURS	heminor prio	POSITION / NATURE OF WORK
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	II YES, gwy details.					
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	HYES, give details:					
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/II. LEARNING AND DEVELOPMENT (L&	D) INTERVENTIONS/TRAINING P		TTENDED			
Start from the most recent L&D/training program and in  30. TITLE OF LEARNING AND DEVELOPMENT		INCLUSIV	ears for Division C E DATES OF NDANCE	Same and	Type of LD ( Managerial/	CONDUCTED/ SPONSORED BY
(Write i			dd/yyyy)	NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in full)
rd Development Communication Praxis	Johns Colory (Coloring to problem)	Nov. 26, 2018	Nov. 26, 2018	9.0	TO SHO MONEY	Visayas State University
Information Officers (IOs)/ Community Developr Conference on ASEA	N Integration	Jan. 30, 2018	Jan. 30, 2018	9.0 olioole la:	national or lo	Philippine Information Agency
Training-Workshop on Presen		Oct. 22, 2018	Oct. 23, 2018	18.0	o eniviez tran	Visayas State University
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	16 YES, please specify.					
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	III YES, please specify I	na na season na 1917 na 194	an and a second and the second and t		English (1985) (1987) (19	er oan specialnystelle medienerhetenbere op en gelendstelle verdenbere
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/III. OTHER INFORMATION	(Co	ntinue on separate	sheet if necessal	<b>y)</b>		
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DIST (Wr	INCTIONS / RECO	GNITION	Marin Carlos	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
None		None				
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	ATTENDED LEADERS TO					
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SIGNATURE	a dicor	lu	189 	the national state of the	ATE	December 2, 2024

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate			3			
	Bureau or Department where you will be apppointed,	supervision over you in the Office,	rógs/Magasilles Galmei	285,074,7 35A) T 35,5 NY 1			
	a. within the third degree?	☐ YES ✓	NO				
and the second	b. within the fourth degree (for Local Government Unit - Care	☐ YES ✓	NO . Snow				
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offe	ense?	☐ YES ✓	NO			
5			If YES, give details:				
	b. Have you been criminally charged before any court?		YES	NO			
		If YES, give details:					
			Date Filed:				
Thursday, and the second		12 (23 (24)) (24) (25) (25) (25) (25)	Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of an any court or tribunal?	ny law, decree, ordinance or regulation by	☐ YES ☑ NO If YES, give details:				
07		o following modes regionaling reframent	999 pr <u>1409 (1280 147693) b</u>	descriptions that the data are a risk 2000			
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fin the public or private sector?	이 등 하지만 한 경험에 가면 하나 보고 되었다. 그리고 아이지만 않는데 하는데 가면 되었다면 하다고 있는데 사람이 되었다면 하다.	YES NO If YES, give details:				
38.	a. Have you ever been a candidate in a national or local ele- Barangay election)?	ction held within the last year (except	☐ YES ☑ NO If YES, give details:				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	YES NO					
39.	Have you acquired the status of an immigrant or permanent	resident of another country?	YES NO				
S Southern		If YES, give details (co					
40	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	ana Carta for Nicahlad Parcons (RA					
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),	. (1) 2000년 1일					
a.	Are you a member of any indigenous group?		YES	✓ NO			
	A		If YES, please specify:				
b.	Are you a person with disability?	YES If YES, please specify ID	✓ NO No:				
C.	Are you a solo parent?	YES 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.	. account annual cause in are percentally accompliance			100			
	complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized representations of pertine Philippines.			CLAUDETTE MELI HOFF E. GARDUCE			
	agree that any misrepresentation made in this docu	보고 있다. 그리고 있는 바람이 하면 하면 있다면 가는 것이 되는 것이 되었다. 그 사람들은 사람들이 되었다면 하는 것이 되었다면 하는 것이 없는데 없는데 되었다면 없다면 없다면 없다면 없다면 없다면 없다면 없다면 없다면 없다면 없		PHOTO			
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G	iovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)						
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	SUBSCRIBED AND SWORN to before me this	affiant exhibiti	ng his/her validly issued gove	ernment ID as indicated above.			
-		ATTY MYSAI C. GUINOCOR					
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## **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