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.

No.	READ THE ATTACHED GUIDE Print legibly, Tick appropriate boxe	TO FILLING OUT THE PERSONAL DATA SHIPS () Tuse separate sheet if necessary. Indicate	EET (PDS) BEFORE ACCOMPLISHING e N/A if not applicable. DO NOT ABBREV	IATE. 1 CS ID No.		(Do not fill up). For CSC use or
PANSE JAME JENNIFER	I. PERSONAL INFORMATI	ON					
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	SIGNATURE	1		DATE	1/10/23	1-18	

7. CAR		80 (BOARD/ BAR) UNDER	RATING	DATE OF	- ·			LICENSE (if a	pplicable)
В	SPECIAL LAWS ARANGAY ELIGIBILITY	7 / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFE	RMENT ²	NUMBER	Date of Validity
concerned.	Civil Service I	Eligible Control November 12 in	mbs 10 81.6 m only	Aug.4,2019	saMt and the Work Exper	sin City one of the steen of		eterno N/a malm	N/A
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INCL	.USIVE DATES nm/dd/yyyy)	POSITION TIT	LE	DEPARTMENT / AGEI	NCY / OFFICE / COMPANY	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
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VI. VOLUNTARY WORK OR INVOLVEMEN	T IN CIVIC / NON-GOVERNMENT	/PEOPLE/V	OLUNTARY	ORGANIZATIO	N/S	HEAL AND CHARLES OF THE SECOND STATES		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK		
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VII. LEARNING AND DEVELOPMENT (L&)				ef Executive Manage	rial 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)		
VSUCC BASIC COOPRETAIVE	COLIDSE SEMINAD	From To 06/10/2017		8.0	Technical	National Confederation of Cooperatives (NATCCO		
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	If YES, please spears							
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VIII. OTHER INFORMATION								
31. SPECIAL SKILLS and HOBBIES	32. NON	I-ACADEMIC DISTIN	ICTIONS / RECOG	GNITION .		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			
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SIGNATURE	5000 COMMON OF SPINE OF STREET			DA	TE .	1/26/23		

34.	Are you related by consanguinity or affinity to the appointing					
	chief of bureau or office or to the person who has immediate	e supervision over you in the Office,				
	Bureau or Department where you will be apppointed, a. within the third degree?					
		☐ YES ☑ NO				
	b. within the fourth degree (for Local Government Unit - Car		☑ NO			
		If YES, give details:				
-	a Harayan and harafar day the face of the first					
35.	35. a. Have you ever been found guilty of any administrative offense?			☑ NO		
			If YES, give detail	s:		
			_			
	b. Have you been criminally charged before any court?		☐ YES	☑ NO		
			If YES, give detail	8:		
		Date Filed:				
			Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation by	☐ YES	☑ NO		
	any court or tribunal?		If YES, give detail			
			20, g 0 20.0			
37	Have you ever been separated from the service in any of the	o following modes: regionation retirement				
	dropped from the rolls, dismissal, termination, end of term, fi		☐ YES If YES, give detail	☑ NO		
	in the public or private sector?	monod contactor pridoca out (abouton)	ii 1E3, give detaii	5.		
38.	a. Have you ever been a candidate in a national or local ele-	ction held within the last year (except	PARES SANAF	ABVAL BARDEC DEAB DOUEV		
	Barangay election)?	Applitation - Section	☐ YES ☑ NO If YES, give details:			
	h. Unio voi posignod for the government control to the ti					
	 b. Have you resigned from the government service during the election to promote/actively campaign for a national or local 		YES give date	☑ NO		
			If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO			
1			If YES, give details	s (country):		
	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 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?	Action of the second second second second	☐ YES If YES, please specifi	₩ NO		
b.	Are you a person with disability?	androne plant and a second	YES NO			
			If YES, please specify			
c. ',	Are you a solo parent?	☐ YES	F NO			
			If YES, please specifi	/ ID No:		
41. F	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)				
	NAME	ADDRESS	TEL. NO.	· · · · · · · · · · · · · · · · · · ·		
		AUDICESS	053-565-0600-			
	MARIA ELSA M. UMPAD	President Office, VSU	1000			
	QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	053-565-0600-	distance in the second of the		
-			1011 053-565-0600-			
	NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	1006			
42.	I declare under oath that I have personally accomplished	I this Personal Data Sheet which is a tri	ue, correct and			
10:00 M LOSS (0:10)	complete statement pursuant to the provisions of pertino					
	Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu			PHOTO		
	administrative/criminal case/s against me.	mont and its attachments shall cause	s the ming of	711010		
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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 1,2023 to Present
- · Position: Administrative Aide III
- · Name of Office/Unit: IGP Office
- Immediate Supervisor: Argina M. Pomida
- Name of Agency/Organization and Location: Visayas State University
 - Summary of Actual Duties
 - Collection and Issuance of fees from concessionaires of VSU Market and monitoring of IGP's and office/clerical works
- Duration: January 2021- February 28,2023
- · Position: Administrative Aide III
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University
 - Summary of Actual Duties
 - Update, Assist, generate and prepare report of students' account
 - Monitor payments and unpaid balances per semester
- Duration: July 2014- December 2020
- Position: Administrative Aide I
- Name of Office/Unit: PhilRootcrops, VSU
- Immediate Supervisor: Maria Elsa M. Umpad
- Name of Agency/Organization and Location: Visayas State University
 - Summary of Actual Duties
 - ♦ Prepare disbursement voucher for travel and supplies. Updates and stencils office forms for reproduction. Serve snack during meetings and other activities. Perform tasks that may be assigned from time to time

(Signature over Printed Name of Employee/Applicant)

Date: | Ilulia