

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 ( ) ☐ 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	TINAJA		
FIRST NAME	JENNIFER	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GENDRANO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/28/1993	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	METRO MANILA	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.46		PANGASUGAN LEYTE
8. WEIGHT (kg)	42	ZIP CODE	6521-A
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	02005850492		PANGASUGAN LEYTE
11. PAG-IBIG ID NO.	12-1-0225-2024		BAYBAY LEYTE
12. PHILHEALTH NO.	13-025234872-6	ZIP CODE	6521-A
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	457-370-274	20. MOBILE NO.	09107617575
15. AGENCY EMPLOYEE NO.	V01227	21. E-MAIL ADDRESS (if any)	jennifer.tinaja@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TINAJA			
FIRST NAME	CRISTITUTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MONDAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	GENDRANO			
FIRST NAME	VENUS			
MIDDLE NAME	ANDANAR			

(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	1st Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT	2016	2017	40 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	11/10/23
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[illegible]

INCLUSIVE DATES OF	Type of I.D.
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[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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(Continue on separate sheet if necessary)

SIGNATURE	DATE
	1/7/06

1/46/23



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.
MARIA ELSA M. UMPAD	President Office, VSU	053-565-0600-1000
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	053-565-0600-1011
NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	053-565-0600-1006

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.



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

VSU ID

ID/License/Passport No.:

V01227

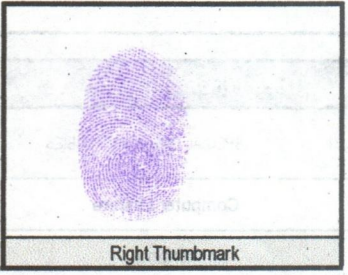
Date/Place of Issuance:

03-03-2021

Signature (Sign inside the box)

17/01/23

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 13 MAR 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATILIO R. GUMOCOR  
VSU Chief Legal Officer

Person Administering Oath



## 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: 1/16/23