

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 () 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	DEGENION		
FIRST NAME	JONNA GRACE	NAME EXTENSION (JR., SR) <i>N/A</i>	
MIDDLE NAME	VIVERO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/3/1976	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Javier, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	
7. HEIGHT (m)	1.55 m		House/Block/Lot No. Street
8. WEIGHT (kg)	51 kg		Guadalupe
9. BLOOD TYPE	"O"		Subdivision/Village Barangay
10. GSIS ID NO.	2006415124		Baybay City Leyte
11. PAG-IBIG ID NO.	1212-0139-9062		City/Municipality Province
12. PHILHEALTH NO.	13-202590226-6	ZIP CODE	6521
13. SSS NO.	none	18. PERMANENT ADDRESS	
14. TIN NO.	945-565-175		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	NA		Guadalupe
			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
		ZIP CODE	6521
		19. TELEPHONE NO.	None
		20. MOBILE NO.	0950-972-0935
		21. E-MAIL ADDRESS (if any)	jonna.degenion@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	DEGENION		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JEFFREY	NAME EXTENSION (JR., SR)	CJ V. DEGENION	Sept.11, 2000
MIDDLE NAME	PARAISO		CARL JOEFFREIGH V. DEGENION	Dec.4, 2003
OCCUPATION	SELF-EMPLOYED		CLINT JACOB V. DEGENION	Sept.9, 2011
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	VIVERO			
FIRST NAME	CIPRIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CADOCOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANDIA			
FIRST NAME	LOURDES			
MIDDLE NAME	ESTREBER			

(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	Javier Central School	primary education	1984	1989	graduated	1989	NA
SECONDARY	Javier National High School	secondary education	1989	1993	graduated	1993	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	Visayas State College of Agriculture	Bachelor of Animal Science	1995	2001	graduated	2001	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 13, 2024
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CS FORM 212 (Revised 2017), Page 1 of 4

[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]

SIGNATURE		DATE	June 13, 2024
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June 13, 2024


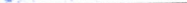
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NA	NA	NA	NA	NA

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE	 	DATE	June 13, 2024
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June 13, 2024

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
HARVIE P. PORTUGALIZA	CVM, VSU, Baybay City	VOIP 1038
RYSAN C. GUINOCOR	VSU, Baybay City	0917-312-6266
HONEY SOFIA V. COLIS	Brgy. Guadalupe, Baybay City	563-7323

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.



JONNA GRACE V. DEGENION

Government Issued ID (i.e.Passport, GISIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN
ID/License/Passport No.:	TIN 945-565-175
Date/Place of Issuance:	Ormoc City

Signature (Sign inside the box)

6/13/2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.


 ATTY. RYAN C. GUINDOR
 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: December 18, 2023 to present
- Position: Administrative Aide III
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Harvie P. Portugaliza
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares payrolls purchase order, inspection report, travel request, vouchers, itinerary of travel, DTR's, reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.
- Records keeping/filing of individual faculty such as personal documents, office file/records as dDRC.
- Prepare letter request for hiring of regular/part-time instructor's/professor, Science Research Assistant, typed projected/actual and teaching load, individual faculty workload and posting of notice, etc.
- Prepare and encode accomplishment report of the college, budget proposal, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.
- Process and follow office documents
- Other duties may be assigned by the faculties, department heads and dean of the college.


JONNA GRACE V. DEGENION

(Signature over Printed Name
of Employee/Applicant)

Date: June 13, 2024