CS Form No. 212 Revised 2017	DEDO6			284 1 248 (11 08 0b)		
v Ass.	PERSO	NAL DAT	A SI	HEET		
WARNING: Any misrepresenta	tion made in the Personal Data Sheet and th	ne Work Experience Sheet sh	all cause the	filing of administrative/criminal case/s	against the person concerned	
	TO FILLING OUT THE PERSONAL DATA SH					
	s () use separate sheet if necessary. Indica	te N/A if not applicable. DO NOT	ABBREVIATE.	1. CS ID No.	(Do not fill up. For CSC use only	
I. PERSONAL INFORMATIO	7					
2. SURNAME	DEGENION NAME EXTENSION (JR., SR)					
FIRST NAME MIDDLE NAME	JONNA GRACE VIVERO			IVANIL EXTERNI	ON (JR., SR)	
3. DATE OF BIRTH (mm/dd/yyyy)	12/3/1976	16. CITIZENSHIP		✓ Filipino ☐ Dual Citizens	al Citizenship	
4. PLACE OF BIRTH	Javier, Leyte	If holder of dual citiz	zenshin		by naturalization cate country:	
5. SEX	☐ Male	please indicate the		Philippines	or material states and the states are states and the states are states and the states are states are states and the states are state	
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS	NA PARKETANA SALA	r milippines		
	☐ Widowed ☐ Separated	VILLEGE STATE LANGE AND ADDRESS OF	House/Block/Lot No.		Street Guadalupe	
	☐ Other/s:			Subdivision/Village	Barangay Leyte - Province	
7. HEIGHT (m)	1.55 m		1 30 30 30	Baybay City City/Municipality		
8. WEIGHT (kg)	51 kg	ZIP CODE	6521	WAS CHEEN STREET	(Vytyblacim a	
9. BLOOD TYPE	"0"	18. PERMANENT ADDRESS		House/Block/Lot No.	Street	
10. GSIS ID NO.	2006415124	49.0		ACTEMISTERIAL ACTEMI	Guadalupe Barangay Leyte	
44. DAG IDIG IDAIG	1212 0120 0002			Subdivision/Village Baybay City		
11. PAG-IBIG ID NO.	1212-0139-9062	Carlotte Commission (1980) is a server start Charles (in Orientation).	City/Municipality		Province	
12. PHILHEALTH NO.	13-202590226-6	ZIP CODE	6521			
13. SSS NO.	none	19. TELEPHONE NO.	None			
14. TIN NO.	945-565-175	20. MOBILE NO.	0950-972-0935			
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	jonna.degenion@vsu.edu.ph		u.edu.ph	
II. FAMILY BACKGROUND				, com a segor mentos estados e		
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 NA				Copilo, 2011	
BUSINESS ADDRESS	NA					
TELEPHONE NO.	NA NA					
24. FATHER'S SURNAME	VIVERO	NAME EXTENSION (JR., SR)				
FIRST NAME	CIPRIANO	and the second distribution of the second of				
MIDDLE NAME	CADOCOY					
25. MOTHER'S MAIDEN NAME						
SURNAME	MANDIA					
FIRST NAME	LOURDES					
MIDDLE NAME	ESTREBER			(Continue on separate sheet if	necessary)	
III. EDUCATIONAL BACKO	GROUND				SCHOLARSHIP	
26	NAME OF GOLIGO	BASIC EDUCATION/DEC	DEE/OOUDCE	PERIOD OF ATTENDANCE HIGHEST LI	EVEL/	

NAME OF SCHOOL (Write in full) CATION/DEGR (Write in full) UNITS EARNED (if not graduated) YEAR GRADUATED ACADEMIC HONORS RECEIVED LEVEL From То ELEMENTARY Javier Central School primary education 1984 1989 graduated 1989 NA graduated Javier National High School secondary education 1989 1993 1993 NA SECONDARY VOCATIONAL / TRADE COURSE NA NA NA NA NA NA graduated NA Visayas State College of Agriculture Bachelor of Animal Science 1995 2001 2001 COLLEGE NA NA NA NA NA NA GRADUATE STUDIES NA

SIGNATURE

June 13, 2024

DATE

7. CARE	ER SERVICE/ RA 1080	(BOARD/ BAR) UNDER	RATING	DATE OF EXAMINATION /	PLACE OF EXAMINA	ATION / CONECD	MENT	LICENSE (if a	ACHES MERCES
ВА			(If Applicable)	CONFERMENT	PLACE OF EXAMINA	ATION / CONFER	UVIEN I	ŃŲMBER '	Date o Validit
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	EXPERIENCE			ntinue on separate shee					
. INCLU	JSIVE DATES	4			e indicated in the attache		rience sheet. SALARY/ JOB/ PAY GRADE (if		GOV'
(m From	m/dd/yyyy) To	POSITION T (Write in full/Do not			SENCY / OFFICE / COMPANY	MONTHLY SALARY	applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	SERVIO (Y/ N
12/18/2023	present	Administrative	Aide III	Ol	HRA, VSU	14,667.00		Casual	Yes
1/2022	12/17/2023	Administrative	e Aide I	R	AO, VSU	13274.00	NA	Job Order	NO
5/2005	5/30/2022	Administrative	e Aide I	OD	HRM, VSU	9603.40	NA	Job Order	NO
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	ATURE		(Con	tinue on separate sheet	if necessary) DATE		June 1	2 2024	

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	/PEOPLE/V	OLUNTARY (DRGANIZATION	I/S			
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK		
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	SISH EVID CELL II	ntinue on separate	sheet if necessar	ny)				
VII. LEARNING AND DEVELOPMENT (L&D)								
(Start from the most recent L&D/training program and include	de only the relevant L&D/training taken for t		ofment of early risk	ief/Executive/Manage	erial 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/	CONDUCTED/ SPONSORED BY (Write in full)		
•		From To		_	Technical/etc)	,		
Vet's POV: Expanding the Veterinarian's perspective on environment	0.000	5/8/2024	5/8/2024	8 hrs.	Technical	CVM, VSU		
Orientation of Guidelines and Procedures on Processes/Service	s of the offices	2/23/2024	2/23/2024 12/6/2023	8 hrs. 4 hrs.	Technical Technical	VSU		
HRIS Software Onboarding ISO 9001:2015 Awrenenss/Re-awareness Webinar	assert as de tradicional distriction	8/30/2022	8/31/2022	8 hrs.	Technical	VSU		
5S Training for Utility And Messenger Personnel	1 13950	11/24/2022	11/24/2022	4 hrs.	Technical	VSU		
ISO 9001:2015 Awrenenss/Re-awareness Webinar	Park Control Control Control				Technical	vsu vsu		
ISO 9001:2015 Awrenenss/Re-awareness Webinar	ELIN BANK 2 2 1 H	9/13/2021	9/13/2021	6 hrs. 4 hrs.	Technical	VSU		
Gender Sensitivity Training for the Administrative & Supp	oort Staff	9/11/20218	9/11/2018	8 hrs.	Technical	GAD, VSU		
		A 441	mosen konse	BREDMED B. TR.	VSU			
Orientation Workshop Among JO Clerks & Laboratory Te		1/15.2018	1/15/2018	8 hrs.	Technical	Hall to the contract of the large of the contract of the contr		
Orientation on Basic Customer Service and Work Values	i	9/5/2017	9/5/2017	8 hrs.	Technical	VSU		
Workshop to Review and Improve Citizens' Charter	9/1/2016	9/1/20216	4 hrs.	Technical	VSU			
ISO 9001-2008 Orientation and Writeshop Among Clerks		9/21/2015	10/6/2015	16 hrs	Technical	VSU		
ISO 9001-2008 Orientation and Writeshop Among Facult	ty & Staff	9/15/2015	9/15/2015	4 hrs.	Technical	vsu les colleges de la college		
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	(Co	ontinue on separat	e sheet if necessa	ry)		A la managara financiaria planera		
VIII. OTHER INFORMATION				(A) (A) (A) (A)				
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33. MEMBERSHIP IN ASSOCIATION/OR (Write in full)							
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SIGNATURE	me him	TWILL HAVE	YMA		DATE	June 13, 2024		
	00	en stanton in	. L			CS FORM 212 (Revised 2017), Page 3 o		

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be appointed,					
	a. within the third degree?		☐ YES	☑ NO		
	b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	☐ YES	▼ NO		
		If YES, give deta	ils:			
35.	a. Have you ever been found guilty of any administrative offe	ense?		▼ NO		
			If YES, give detail	ils:		
			-			
	b. Have you been criminally charged before any court?		☐ YES	☑ NO		
			If YES, give detail			
			Date Filed: Status of Case/s:			
200	Have you ever been convicted of any arime or violation of a	and a second and a second attention by	Marin Tarket (Mapped) (Marin and Marin and Mar			
36.	Have you ever been convicted of any crime or violation of ar any court or tribunal?	ly law, decree, ordinance or regulation by	☐ YES	✓ NO		
	Harmodra (Marie Marie Mari		If YES, give detail	IIS:		
37.	Have you ever been separated from the service in any of the	o following modes: resignation	= 200			
J.,	retirement, dropped from the rolls, dismissal, termination, en		☐ YES If YES, give detail	☑ NO ils:		
	(abolition) in the public or private sector?			10. The property of the second section of the section o		
38.	a. Have you ever been a candidate in a national or local elec-	ction held within the last year (except	☐ YES	₩ NO		
	Barangay election)?		If YES, give deta			
	b. Have you resigned from the government service during th		☐ YES	☑ NO		
	election to promote/actively campaign for a national or local	candidate?	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):			
š	300 2000					
40.	. areaant to (a) mageness replies that (i a rest. 1), (b) mag		184 F July	.50 ×10120 i8 Okenhadi addi Van dana sunda Parid		
	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?		☐ YES ☑ NO			
b.	Are you a person with disability?		If YES, please specify: ☐ YES			
	Ale you a person with aloubing:		☐ YES ☑ NO If YES, please specify ID No:			
C.	Are you a solo parent?		☐ YES ☑ NO			
			If YES, please speci	fv ID No:		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	'appointee)				
	NAME	ADDRESS	TEL. NO.			
HAF	RVIE P. PORTUGALIZA	CVM, VSU, Baybay City	VOIP 1038			
\vdash						
	SAN C. GUINOCOR	VSU, Baybay City	0917-312-6266			
HON	NEY 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 tr	ue, correct and			
	complete statement pursuant to the provisions of pertine	ent laws, rules and regulations of the I	Republic of the	· O		
	Philippines. I authorize the agency head/authorized represer agree that any misrepresentation made in this docur	ntative to verily/validate the contents state ment and its attachments shall cause	d herein. I the filing of	JONNA GRACE DEGENION		
	administrative/criminal case/s against me.		J 110 1g	La sur la reculto de la secono		
G			and the second s			
PL	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance	. 0				
	overnment Issued ID: TIN					
-	ID/License/Passport No.: TIN 945-565-175 Signature (Sign inside the box					
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		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/filling 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