

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 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	GARDUCE			
FIRST NAME	CLAUDETTE MELI HOFF	N/A		
MIDDLE NAME	ENTERINA			
3. DATE OF BIRTH (mm/dd/yyyy)	08-23-1995	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	BAYBAY CITY, LEYTE	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"/> Other/s:	17. RESIDENTIAL ADDRESS	IGP DORMITORY WARNER House/Block/Lot No. Street N/A VSU Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	N/A MABINI House/Block/Lot No. Street N/A POMPONAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	56.80		ZIP CODE	6521
9. BLOOD TYPE	O+		19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A		20. MOBILE NO.	09302545422
11. PAG-IBIG ID NO.	1211-6705-8128	21. E-MAIL ADDRESS (if any)	claudette.garduce@vsu.edu.ph	
12. PHILHEALTH NO.	0902-5502-2171			
13. SSS NO.	0437281052			
14. TIN NO.	722-849-560			
15. AGENCY EMPLOYEE NO.	V02039 N/A			

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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GARDUCE			
FIRST NAME	RANDY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BATHAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ENTERINA			
FIRST NAME	FLEUR VINCENTIA			
MIDDLE NAME	JUMAWAN			

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	CALUMALA ELEMENTARY SCHOOL	PRIMARY	06/01/2002	04/01/2008	N/A	N/A	N/A
	SECONDARY	STA. TERESITA NATIONAL HIGH SCHOOL	SECONDARY	06/01/2008	04/01/2012	N/A	N/A	N/A
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	TERTIARY	06/01/2013	06-14-2017	N/A	N/A	N/A
	GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	MARCH 14, 2025
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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]

SIGNATURE		DATE	MARCH 14, 2025
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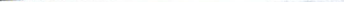
[illegible]

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

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE			DATE	MARCH 14, 2025
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CS FORM 212 (Revised 2017), Page 3

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MARCH 14, 2025

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

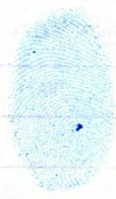
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
DR. MARILYN M. BELARMINO	VSU	9178996169
DR. ANABELLA B. TULIN	VSU	9150727521
DR. MONINA M. ESCALADA	VSU	918923657

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.


CLAUDETTE MELTHOFF E. GARDUCE
PHOTO



Right Thumbmark

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H12-22-000525

Date/Place of Issuance: 3-4-2022 - BAYBAY CITY


Signature (Sign inside the box)
MARCH 14, 2025
Date Accomplished

SUBSCRIBED AND SWORN to before me this 14 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. KAREN ABIGAIL S. MONTERON
VSU Director, Legal Affairs and Services
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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 Education
- Immediate Supervisor: Marilyn M. Belarmino
- Name of Agency/Organization and Location: Graduate Education, 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: February 26, 2025