## 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 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) 2. SURNAME GARDUCE FIRST NAME **CLAUDETTE MELI HOFF** MIDDLE NAME ENTERINA 3. DATE OF BIRTH 08-23-19**6**5 × 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization BAYBAY CITY, LEYTE 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male √ Female IGP DORMITORY ✓ Single Married 17. RESIDENTIAL ADDRESS WARNER 6 CIVIL STATUS House/Block/Lot No Widowed Street Separated N/A VSU Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.55 City/Municipality Province 8, WEIGHT (kg) 56.80 ZIP CODE N/A 18. PERMANENT ADDRESS MARINI 9. BLOOD TYPE 0+ House/Block/Lot No. Street N/A POMPONAN 10. GSIS ID NO. N/A Subdivision/Villag Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO. 1211-6705-8128 City/Municipal Province 12. PHILHEALTH NO. 0902-5502-2171 ZIP CODE 6521 13. SSS NO. 0437281052 19. TELEPHONE NO. N/A 14. TIN NO. 722-849-560 20. MOBILE NO. 09302545422 N/A OV V02039 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) claudette.garduce@vsu.edu.ph FAMILY BACKGROUND N/A 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A N/A MIDDLE NAME 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** NAME EXTENSION (JR., SR) FIRST NAME RANDY MIDDLE NAME BATHAN 25. MOTHER'S MAIDEN NAME **ENTERINA** SURNAME FIRST NAME **FLEUR VINCENTIA** JUMAWAN MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL UNITS EARNED PERIOD OF ATTENDANCE 26. NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED To **CALUMALA ELEMENTARY SCHOOL** PRIMARY ELEMENTARY 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 / N/A N/A N/A N/A TRADE COURSE VISAYAS STATE UNIVERSITY COLLEGE **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

7. CAR	EER SERVICE/ RA 1	080 (BOARD/ BAR) UNDER		DATE OF	,	100	7	LICENSE (if ap	oplicable)
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	EXPERIENCE vate employmen	of Start from your recent	work) Description	n of duties should be	indicated in the attached	l Work Eyner	rience sheet		
3. INCL	USIVE DATES						SALARY/ JOB/ PAY GRADE (if		GOV'T
	mm/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY II/Do not abbreviate)	MONTHLY SALARY	applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	SERVICE (Y/N)
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29. NAME & ADDRESS OF (Write in				INCLUSIVE DATES (mm/dd/yyyy)  From To		POSITION / NATURE OF WORK	
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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)
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31. SPECIAL SKILLS and HOBBIES	32.			rite in full)		0.040	33. (Write in full)
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SIGNATURE		dig	adn		A CHARLES	DATE	CS FORM 212 (Revised 2017), Pe

34. Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate s Bureau or Department where you will be apppointed,		7.4 (1.7 × 1		
a. within the third degree?		YES NO		
b. within the fourth degree (for Local Government Unit - Caree	☐ YES ☑ NO If YES, give details:			
5. a. Have you ever been found guilty of any administrative offen	nse?	YES NO		
		If YES, give details:		
b. Have you been criminally charged before any court?	YES NO If YES, give details: Date Filed: Status of Case/s:			
66. Have you ever been convicted of any crime or violation of any any court or tribunal?				
Have you ever been separated from the service in any of the f dropped from the rolls, dismissal, termination, end of term, fini the public or private sector?				
a. Have you ever been a candidate in a national or local electi Barangay election)?	ion held within the last year (except	YES VO If YES, give details:		
b. Have you resigned from the government service during the election to promote/actively campaign for a national or local ca		t YES VO NO If YES, give details:		
9. Have you acquired the status of an immigrant or permanent re	YES NO If YES, give details (country):			
Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magn and (c) Solo Parents Welfare Act of 2000 (RA 8972), please a Are you a member of any indigenous group?		777);		
Are you a member of any indigenous group?  Are you a person with disability?				
Are you a solo parent?	Are you a solo parent?			
1. 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		
2. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertiner Philippines. I authorize the agency head/authorized represent agree that any misrepresentation made in this docum administrative/criminal case/s against me.	nt laws, rules and regulations of that attive to verify/validate the contents s	the Republic of the CLAUDETTE MELI HOFF E. GARDUCE		
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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 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