

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	CO		
FIRST NAME	JOCELYN		NAME EXTENSION (JR., SR)
MIDDLE NAME	CO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/17/1968	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6 CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Management House No. 2 House/Block/Lot No. Street Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.25 M	ZIP CODE	6521-A
8. WEIGHT (kg)	47 KG		
9. BLOOD TYPE	"AB"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Plaridel Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	6811702019	ZIP CODE	6521
11. PAG-IBIG ID NO.	0801 2480113 01		
12. PHILHEALTH NO.	130000151484	19. TELEPHONE NO.	NONE
13. SSS NO.	N/A	20. MOBILE NO.	09151815224
14. TIN NO.	116-627-093	21. E-MAIL ADDRESS (if any)	jclynco@yahoo.com
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOLI	NAME EXTENSION (JR., SR)	MERRY CLANDESTINE T. CO	10/6/1998
MIDDLE NAME	TAMBELING			
OCCUPATION	GOVT EMPLOYEE			
EMPLOYER/BUSINESS NAME	DEP - ED - GUADALUPE ELEMENTARY SCHOOL			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DECEASED			
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	CASTAÑARES			
SURNAME	TABARANZA			
FIRST NAME	MARCELINA			
MIDDLE NAME	BELDEROL			

(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	PLARIDEL ELEMENTARY SCHOOL	ELEM. GRAD	1975	1981		1981	NONE
SECONDARY	PLARIDEL BRGY. HIGH SCHOOL	HIGH SCHOOL GRAD.	1981	1984		1984	NONE
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BS-COMMERCE	1984	1988		1988	NONE
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NONE				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial 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/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Target Setting Workshop	08/21/2018	08/22/2018	16 HRS.		VSU
	Records Management Training	07/06/2017	07/07/2017	16 HRS.		VSU
	ISO 9001:2015 Endhancement Seminar-Workshop	03/02/2017	03/03/2017	8 HRS.		VSU
	Seminar-Workshop on 5S & Records Management	02/18/2017		8 HRS.		VSU
	OVPAF Strategic Planning Workshop	02/15/2017	02/16/2017	16 HRS.		VSU
	Workshop and Review and Improve Citizen's Charter	09/01/2016		8 HRS.		VSU
	ISO 9001-2008 Orientation & Writeshop Among Clerks	9/21/2015		8 HRS.		VSU
	Reorientation Seminar of Frontliners	07/07/2011		8 HRS.		VSU
	Reorientation Seminar of Frontliners	10/05/2010	10/06/2010	16 HRS.		VSU
	Training on RA 9184 and its Revised IRR (Modules I, II and V)	07/29/2010		8 HRS.		VSU
	Total Quality Management Training Among Administrative Personnel	11/14/2009		8 HRS.		VSU
	Seminar on Customer Service and Implementation of the Citizens' Charter	09/22/2009		8 HRS.		VSU

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		NONE		VISCA ADMINISTRATIVE PERSONNEL ASSOCIATION
	GARDENING				
	ART				

(Continue on separate sheet if necessary)

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.
MYRNA S. PANCITO	VISCA, BAYBAY CITY, LEYTE	563-7189
MARIA ROBERTA S. MIRAFLOR	VISCA, BAYBAY CITY, LEYTE	563-7108
ERLINDA S. ESGUERRA	VISCA, BAYBAY CITY, LEYTE	563-7428

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: **V000157**
ID/License/Passport No.:
Date/Place of Issuance:

Signature (Sign inside the box)

July 8, 2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **08 JUL 2019**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR

VSULEGAL OFFICER

Person Administering Oath

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