

# 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 ( ) ☐ d 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	TABARANZA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/17/1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Management House No. 2
7. HEIGHT (m)	1.25 M	ZIP CODE	House/Block/Lot No.
8. WEIGHT (kg)	47 KG		Visca
9. BLOOD TYPE	"AB"		Subdivision/Village
10. GSIS ID NO.	6811702019		Baybay City
11. PAG-IBIG ID NO.	08010248011301	18. PERMANENT ADDRESS	City/Municipality
12. PHILHEALTH NO.	130000151484	ZIP CODE	Province
13. SSS NO.	N/A		House/Block/Lot No.
14. TIN NO.	116-627-093		Plaridel
15. AGENCY EMPLOYEE NO.	V000157		Subdivision/Village
		Baybay City	Barangay
		City/Municipality	Leyte
		Province	Province
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09151815224
		21. E-MAIL ADDRESS (if any)	jocelyn.co@vsu.edu.ph

## 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	MERRY CLANDESTINE T. CO	10/6/1998
MIDDLE NAME	TAMBELING		
OCCUPATION	GOV'T EMPLOYEE		
EMPLOYER/BUSINESS NAME	DEP-ED-GUADALUPE ELEMENTARY SCHOOL		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	DESEASED		
FIRST NAME			
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME	CASTAÑARES		
FIRST NAME	TABARANZA		
MIDDLE NAME	MARCELINA		

(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	June, 1974	March, 1980	NONE	1981	NONE
SECONDARY	PLARIDEL BRGY. HIGH SCHOOL	HIGH SCHOOL GRAD	June, 1980	March, 1984	NONE	1984	NONE
VOCATIONAL / TRADE COURSE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
COLLEGE	UNIVERSITY OF SAN JOSE - RECOLETOS	BS-COMMERCE	June, 1984	March, 1988	NONE	1988	NONE
GRADUATE STUDIES	NONE	NONE	NONE	NONE	NONE	NONE	NONE

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------



[illegible]

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

1/9/25



**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

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			
	Training on RA 9184 and its IRR (Modules 1,IIand V)	7/29/2010	7/29/2010	8 hrs.	Technical	VSU
	Reorientation Seminar of Frontliners	10/5/2010	10/6/2010	16 hrs.	Technical	VSU
	Reorientation Seminar of Frontliners	7/7/2011	7/7/2011	8 hrs.	Technical	VSU
	ISO 9001:2008 Orientation & Writeshop Among Clerks	9/21/2015	9/21/2015	8 hrs.	Technical	VSU
	Workshop and Review and Improve Citizen's Charter	9/1/2016	9/1/2016	8 hrs.	Technical	VSU
	OVPAP Strategic Planning Workshop	2/15/2017	2/16/2017	16 hrs.	Technical	VSU
	ISO 9001:2015 Enhancement Seminar-Workshop	3/2/2017	3/3/2017	8 hrs.	Technical	VSU
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8 hrs.	Technical	VSU
	Records Management Training	7/6/2017	7/7/2017	16 hrs.	Technical	VSU
	Target Setting Workshop	8/21/2018	8/22/2018	16 hrs.	Technical	VSU
	Total Quality Management Training Among Administrative Personnel	11/14/2019	11/14/2019	8 hrs.	Technical	VSU
	Seminar on Customer Service and Implementation of the Citizenz Charter	9/22/2019	9/22/2019	8 hrs.	Technical	VSU
	Personnel Association of the Philippines (POAP Inc. Training "Working Towards Personal Effectiveness)	8/27/2019	8/30/2019	32 hrs.	Technical	POAP, Inc.
	Personnel Association of the Philippines (POAP Inc. Training "Frontline and Excellent Customer Service)	11/9/2022	11/11/2022	24 hrs.	Technical	POAP, Inc.
	ISO 9001:2015 Awareness/Reawareness Seminar	8/30/2022	8/31/2022	16 hrs.	Technical	VSU
	Accounting for Non-Accountants	9/11/2023	9/14/2023	32 hrs.	Technical	COA, Region 8
	Association of Gov't Accountants of the Philippines (AGAP), Convention-Seminar	10/18/2023	10/21/2023	32 hrs.	Technical	AGAP, Inc.
	Financial Transactions Forum	3/20/2024	3/20/2024	8 hrs.	Technical	VSU
	Shapring Culture:Embracing Values for Productive Workplace Performance	5/15/2024	5/15/2024	8 hrs.	Technical	VSU
	Seminar Workshop on Basic Records and Archives Managemenr (BRAM)	7/30/2024	7/31/2024	16 hrs.	Technical	VSU
	Conflict and Stress Management	9/10/2024	9/13/2024	24 hrs.	Technical	POAP, Inc.
	Public Financial Management Workshop 2024	9/18/2024	9/20/2024	24 hrs.	Technical	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
	FILING				
	ART				
	GARDENING				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------



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.
ALICIA M. FLORES	Visca, Baybay City, Leyte	1099
MARIA ROBERTA S. MIRAFLOR	Visca, Baybay City, Leyte	1065
LOUELLA C. AMPAC	Visca, Baybay City, Leyte	1061

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.



JOCELYN T. CO

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.: VRU

Date/Place of Issuance: N/A

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON

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: **August 15, 1988 – Present**
- Position: **Administrative Aide VI**
- Name of Office/Unit: **Finance Management Office**
- Immediate Supervisor: **Ms. Louella C. Ampac**
- Name of Agency/Organization and Location: **Visayas State University**
  
- List of Accomplishments and Contributions (if any) - **NONE**
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
  
- Summary of Actual Duties
  - Receives, encodes, stamps facsimile, releases all documents by tracking the bar code into the VSU-HRIS system including PO's to Procurement Office.
  - Deputy Document and Records Controller (dDRC) of the office.
  - Drafts communication/proposals and prepares documents for reimbursement, liquidation, OICship and transmittal letters.
  - Prepares the working papers and the Advice for Sub-allotment of each department of Laboratory Share per semester
  - Assigned as dDRC in the office.
  - Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate, DBM, PASUC, CHED and NEDA.
  - Photocopies, sorts/records and distributes SAROs, NCAs, circulars and other issuances to concerned offices including proposals for UADCO and BOR.
  - Consolidates report of the CSI's and assists in encoding the Financial Accountability Report FAR2 and FAR2A into the Unified Reporting System.
  - Files communication, memoranda and other budget related docs and does other duties assigned by the Director.

Attachment to CS Form No. 212

  
**JOCELYN T. CO**  
\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: January 7, 2025