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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) 2. SURNAME CO NAME EXTENSION (JR., SR) FIRST NAME JOCELYN MIDDLE NAME TABARANZA 3. DATE OF BIRTH 1/17/1968 16. CITIZENSHIP (mm/dd/vvvv) ✓ Filipino Dual Citizenship ✓ by birth by naturalization 4. PLACE OF BIRTH Baybay, Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female ☐ Single ✓ Married 17. RESIDENTIAL ADDRESS Management House No. 2 6 CIVIL STATUS House/Block/Lot No. Widowed Street Separated Visca Other/s: Subdivision/Village Barangay Baybay City 7. HEIGHT (m) 1.25 M City/Municipality Province 8. WEIGHT (kg) 47 KG ZIP CODE 6521-A 18. PERMANENT ADDRESS 9. BLOOD TYPE "AR House/Block/Lot No. Street Plaridel 10. GSIS ID NO. 6811702019 Subdivision/Village Barangay Baybay City Leyte 11. PAG-IBIG ID NO. 08010248011301 City/Municipality Province 12. PHILHEALTH NO. 130000151484 ZIP CODE 6521 13. SSS NO. N/A 19. TELEPHONE NO. NONE 14 TIN NO 116-627-093 20. MOBILE NO. 09151815224 15. AGENCY EMPLOYEE NO. V000157 21. E-MAIL ADDRESS (if any) iocelyn.co@ysu.edu.ph FAMILY BACKGROUND 22. SPOUSE'S SURNAME CO 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) NOLI MERRY CLANDESTINE T. CO FIRST NAME 10/6/1998 **TAMBELING** MIDDLE NAME **GOV'T EMPLOYEE** OCCUPATION EMPLOYER/BUSINESS NAME DEP-ED-GUADALUPE ELEMENTARY SCHOOL **BUSINESS ADDRESS** N/A TELEPHONE NO. N/A 24. FATHER'S SURNAME DESEASED NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME 25. MOTHER'S MAIDEN NAME CASTAÑARES SURNAME TABARANZA FIRST NAME MIDDLE NAME MARCELINA (Continue on separate sheet if necessary) **EDUCATIONAL** SCHOLARSHIP 26 HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE ACADEMIC I FVFI UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To March, **ELEMENTARY** PLARIDEL ELEMENTARY SCHOOL ELEM GRAD June, 1974 NONE NONE 1981 1980 March. PLARIDEL BRGY, HIGH SCHOOL SECONDARY HIGH SCHOOL GRAD NONE NONE June, 1980 1984 1984 VOCATIONAL / NONE NONE NONE NONE NONE NONE NONE TRADE COURSE March. COLLEGE UNIVERSITY OF SAN JOSE - RECOLETOS BS-COMMERCE NONE 1988 June, 1984 NONE 1988 **GRADUATE STUDIES** NONE NONE NONE NONE NONE NONE NONE

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Include pri	ivate employment.	Start from your recent	work) Descriptio	n of duties should b	e indicated in the attach	ed Work Exp	salary/Job/Pay	<u>.</u>	
	LUSIVE DATES mm/dd/yyyy)	POSITION TIT			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable) & STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
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1/1/2005	09/31/2014	ADMIN. AID	E IV	VISAYAS ST	ATE UNIVERSITY	106656.00	"EA"	PERMANENT	YES
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SIGNATURE		\$40	DATE				25		

VI. VOLÚNTÁRY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNIN	IENT/PEOPLE/	VOLUNTARY	ORGANIZATI	ON/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK	
ि। एड ि। मत	From	C(seTo olor	d - Career Br	U jnomnæve	b. within the fourth degree (for Local Go	
If YES, give details anon						
			eznejio cycl	staininghe yn	a. Have you ever been found quilty of a	
OVER STATE			St	fore any cou	b. Have you been chininelly charged be	
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Date Ined. Status of Case/s:						
CW IV PT 1	(Continue on separate	sheet if necessar	V) 131 3 1 1 1 0 1 1 1 1	NOV 12 10 11	<del></del>	
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAININ	IG PROGRAMS A	TTENDED				
(Start from the most recent L&D/training program and include only the relevant L&D/training take		ears for Division (	Chief/Executive/Mar			
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTEN	ATTENDANCE (mm/dd/yyyy) From To		Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
PO I Had, girê detene, P						
Training on RA 9184 and its IRR (Modules 1,iiand V)	7/29/2010	7/29/2010	8 hrs.	Technical	a. Have you ev <b>uzy</b> en a candidate in a	
Reorientation Seminar of Frontliners	10/5/2010	10/6/2010	16 hrs.	Technical	vsu roelect usv	
Reorientation Seminar of Frontliners CVI (1991) 831Y (1991) 18818	7/7/2011	7/7/2011	8 hrs.	Technical	nevog e/H mon b water uzy eve H.d USV	
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	
OVPAF 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	Pursuant (c. (a uzv ligenous People's 1	
Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8 hrs.	Technical	La voir a mani USV i any indicaporus	
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	Are you a personant deabliny?	
Total Quality Management Training Among Administrative Personnel	11/14/2019	11/14/2019	8 hrs.	Technical	VSU VSU Solo s solo en à	
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 Perso Effectiveness)	nal 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	USVLICIA M. FLORES	
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		10/21/2023	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	I dociare under <b>p</b> ain that I have nere complete state <b>uzy</b> it pursuant to the	
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	lanings 2,5650 POAP, Inc.	
Public Financial Management Workshop 2024	9/18/2024	9/20/2024	24 hrs.	Technical	VSU second and a second a second and a second a second and a second and a second and a second and a second an	
	(Continue on separate	sheet if necessar	5 8 1	im sene v. i ovin. General	over meaning to the responding on the LEASE IABLE CATE ID Aumber and Data of Lea	
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES 32.	NON-ACADEMIC DISTII (Write	NCTIONS / RECOG e in full)	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
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SIGNATURE			Di	ATE		

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 apppointed,	napan kepadan makai baki peringan ang kabang ang atau kepada	and the commence of the second and the comment of the comment		
a. within the third degree?	☐ YES ☑ NO			
b. within the fourth degree (for Local Government Unit - Car	☐ YES ☑ No If YES, give details:			
35. a. Have you ever been found guilty of any administrative off	ense?		0	
35. a. Flave you ever been found guilty of any aunimoudance on	☐ YES ☑ N If YES, give details:	0		
b. Have you been criminally charged before any court?	☐ YES ☑ N If YES, give details: Date Filed:	NO		
		Status of Case/s:		
36. Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation	☐ YES ☑	NO	
by any court or tribunal?	If YES, give details:			
37. Have you ever been separated from the service in any of th retirement, dropped from the rolls, dismissal, termination, er out (abolition) in the public or private sector?	YES If YES, give details:	NO THE SAME STATE OF THE SAME		
a. Have you ever been a candidate in a national or local ele     Barangay election)?	a. Have you ever been a candidate in a national or local election held within the last year (except			
b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	YES  If YES, give details:	orientation Semaneur Franciscon ON		
39. Have you acquired the status of an immigrant or permanent	☐ YES ☑ If YES, give details (cou	NO Notation and Review and Improve of Intry):		
<ul> <li>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) May 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972).</li> <li>a. Are you a member of any indigenous group?</li> <li>b. Are you a person with disability?</li> </ul>	please answer the following items:	If YES, please specify:	2 Self-2015 Enhancement Semine-Western visited Wastebee on SS & Resports Marketon ON Contis Management Training ON The Setting Workshop CON	
c. Are you a solo parent?		☐ YES ☐ If YES, please specify ID N	NO 0: <sub>19819</sub> <u>2</u>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant	t /appointee) 2000.8 e1057755 Isnoza91	freed training "Working Toward	pragned Association of the Pullippiess (PC fedivences)	
ani SAOS NAME lestedad and	ADDRESS 17	TEL. NO.	port la port	
ALICIA M. FLORES	Visca, Baybay City, Leyte	1099		
MARIA ROBERTA S. MIRAFLOR	Visca, Baybay City, Leyte	1065	1972	
LOUELLA C. AMPAC	Visca, Baybay City, Leyte	1061	J Com 3	
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized repre I agree that any misrepresentation made in this doc administrative/criminal case/s against me.	ent laws, rules and regulations of the esentative to verify/validate the content	Republic of the stated herein.	Sto 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.: VN	Signature (Sign jhside the b	ox)	with the first of the second	
Date/Place of Issuance:		Right Thumbmark		
SUBSCRIBED AND SWORN to before me this 1 0 J	A N 2025 affiant exhibiti			
SUBSCRIBED AND SWORN to before me this	, attiant exhibiti	ng his/her validly issued govern	iment ID as indicated above.	
	ATTY. KAREN ABEGAIL S. MONT	ERON		
	Person Administering Oat	1		

## **WORK EXPERIENCE SHEET**

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 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.
    - o 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