

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	TINAJA			
FIRST NAME	JENNIFER	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GENDRANO			
3. DATE OF BIRTH (mm/dd/yyyy)	01/28/1993	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	BRGY. HIPUSNGO,BAYBAY,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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 2 Street PANGASUGAN Barangay Baybay Leyte City/Municipality Province 6521-A	
7. HEIGHT (m)	145	18. PERMANENT ADDRESS	VECINAL Street HIPUSNGO Barangay BAYBAY Leyte City/Municipality Province 6521	
8. WEIGHT (kg)	44.5		ZIP CODE	
9. BLOOD TYPE	B+		ZIP CODE	
10. GSIS ID NO.	N/A			
11. PAG-IBIG ID NO.	1212-0225-2024			
12. PHILHEALTH NO.	13-025234873-6			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	457-370-274	20. MOBILE NO.	09262724804	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jen23tinaja@gmail.com	

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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TINAJA			
FIRST NAME	CRISTITOTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MONDAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	GENDRANO			
FIRST NAME	CONCEPCION			
MIDDLE NAME	ANDANAR			

(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	1st Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT	2016	2018	40	N/A	N/A

(Continue on separate sheet if necessary)



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

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]



(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	2014 Endeavor Awardee of Department of Business and Management	VSUCC member
Human Relation	Teaching Performance Evaluation by student Facilitator	VSU Alumni Member
Writing		
reading		

(Continue on separate sheet if necessary)

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Maria Elsa M. Umpad</td><td>PhilRootcrops, VSU, Baybay</td><td>563-7229</td></tr><tr><td>Nilda T. Amestoso</td><td>Dept. of Business and Management, VSU</td><td>N/A</td></tr><tr><td>Erlinda A. Vasquez</td><td>PhilRootcrops, VSU, Baybay</td><td>563-7229</td></tr></tbody></table>	NAME	ADDRESS	TEL. NO.	Maria Elsa M. Umpad	PhilRootcrops, VSU, Baybay	563-7229	Nilda T. Amestoso	Dept. of Business and Management, VSU	N/A	Erlinda A. Vasquez	PhilRootcrops, VSU, Baybay	563-7229	
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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.													
<table border="1"><tr><td>Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td></td></tr><tr><td>Government Issued ID: Pag-ibig ID</td><td></td></tr><tr><td>ID/License/Passport No.: 121202252024</td><td>Signature (Sign inside the box) <i>Jennifer G. Tinaja</i></td></tr><tr><td>Date/Place of Issuance: 01/08/2018</td><td>Jan. 4, 2021</td></tr><tr><td></td><td>Date Accomplished</td></tr></table>	Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID: Pag-ibig ID		ID/License/Passport No.: 121202252024	Signature (Sign inside the box) <i>Jennifer G. Tinaja</i>	Date/Place of Issuance: 01/08/2018	Jan. 4, 2021		Date Accomplished	 JENNIFER G. TINAJA   Right Thumbmark		
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SUBSCRIBED AND SWORN to before me this <u>25 JAN 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
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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.

**Administrative Aide**

- Duration: January 4, 2021 to present
- Position: Administrative Aide III
- Name of Office/Unit: Cash Division
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte


- Summary of Actual Duties

- Assess student fees and prepare individual statement of accounts as requested, generate list of students enrolled and check and countersign clearances, encodes requested subject and other related school fees, prepares quarterly report for account receivables and student scholarship billing to other agencies for all college students and keep track updates for high school account.

- Duration: June 25, 2014- December 31, 2020
- Position: Administrative Aide
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Maria Elsa M. Umpad
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Helps in typing research proposals, quarterly, mid-year and year-end reports; typing of reimbursement, pre-payments, PRs, travel Order and Trip ticket, types, compensatory day off of PRDC permanent staff, updates and stencils office forms for reproduction, serve snacks during office meetings, trainings and other Center Activities, performs other tasks that may be assigned from time to time

  
**JENNIFER G. TINAJA**  
 Adm. Aide III

Date: Jan. 4, 2021