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 concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes (and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME TINAJA NAME EXTENSION (JR., SR) FIRST NAME JENNIFER MIDDLE NAME GENDRANO 3. DATE OF BIRTH 01/28/1993 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization BRGY, HIPUSNGO, BAYBAY, LEYTE 4 PLACE OF BIRTH Pls. indicate country: If holder of dual citizenship. please indicate the details Male 5. SEX ✓ Female ✓ Single 17 RESIDENTIAL ADDRESS PUROK 2 Married 6 CIVIL STATUS House/Block/Lot No. Widowed Separated **PANGASUGAN** Other/s: Subdivision/Village Barangay Baybay Levte 7. HEIGHT (m) 145 City/Municipality Province ZIP CODE 8 WEIGHT (kg) 44.5 6521-A VECINAL 18 PERMANENT ADDRESS 9 BLOOD TYPE R+ House/Block/Lot No HIPUSNGO 10. GSIS ID NO N/A Subdivision/Village Barangay BAYBAY Leyte 11. PAG-IBIG ID NO 1212-0225-2024 City/Municipality Province 12 PHILHEALTH NO 13-025234873-6 6521 7IP CODE 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 FAMILY BACKGROUND 22 SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., N/A FIRST NAME N/A SR) 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 NAME EXTENSION (JR., SR) FIRST NAME CRISTITOTO MIDDLE NAME MONDAL 25. MOTHER'S MAIDEN NAME SURNAME **GENDRANO** FIRST NAME CONCEPCION MIDDLE NAME ANDANAR (Continue on separate sheet if necessary) I. EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED PERIOD OF ATTENDANCE ACADEMIC NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To 1st Hon. FLEMENTARY HIPUSNGO ELEMENTARY SCHOOL PRIMARY EDUCATION 1999 2005 N/A 2005 Mention SECONDARY **BAYBAY NATIONAL HIGH SCHOOL** SECONDARY EDUCATION 2005 2009 N/A 2009 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY **BS IN AGRIBUSINESS** 2010 2014 N/A 2014 N/A GRADUATE STUDIES VISAYAS STATE UNIVERSITY MASTERS OF MANAGEMENT 2016 2018 N/A N/A (Continue on separate sheet if necessary) SIGNATURE DATE 01/04/2021 CS FORM 212 (Revised 2017), Page 1 of 4

	SERVICE/ RA 1080							LICENSE (if an	nlianhla
77. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL RATING LAWS/ CES/ CSEE (If Applicable) BARANCAY ELICIPIETY / DRIVER'S LICENSE			RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFERMENT		LICENSE (if applicable) NUMBER Date of	
BARANGAY ELIGIBILITY / DRIVER'S LICENSE Zivil Service Eligible 81.63%			04 020/	August 4 2040	Maasin City			*/alidit	
TH OUT VICE	Liigibic		01.0370	August 4, 2019	Mads	п спу		N/A	N/A
	SERVICE IN	The state of the state of the state of	- Income	settle car isselfer a constant			1000		
				(Continue on separate	sheet if necessary)				
				scription of duffes should	he indicated in the attached				
INCLU	JSIVE DATES			and the second s	er at Albania et er		SALARY/ JOB/ PAY GRADE (#		GOV
(Write in ful		POSITION TITLE (Write in full/Do not abb		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	applicable) & STEP (Format "80-0")/	STATUS OF APPOINTMENT	SERVICE (Y/N)
/4/2021	To present	ADMINISTRATVIVE AIDI	E III	Cash Office, VSU, Visca, Baybay City, Leyte 591.31/da		591.31/day	INCREMENT 3	CASUAL	Yes
25/2014	12/31/2020	ADMINISTRATVIVE AIDI		PhilRootcrops, VSU, Visc		7,000	N/A	JOB ORDER	Yes
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SIGN	ATURE	The	~	DATE	01/04/2021		CS FORM	7 212 (Revised 2017), F	Page 2 of 4

I. VOLUNTARY WORK OR INVO	,					
9. NAME & ADDRESS C	OF ORGANIZATION	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
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			on separate sheet			
LEARNING AND DEVELOPM						
d kom the most recent LEO/training program				r U usaan aharis saa	Rivalijanagariai positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/latc)	CONDUCTED/ SPONSORED BY (Write in full)
UCC Basic Cooperative Course Ser	minar	June 10,2017	- Tersialong	8	Technical	National Confederation of Cooperation (NATCCO)
-the-job training	(2)	Dec.2013	Jan.2014	160hrs.	Technical	Food Research Processing, Hijo
						Resource Cooperation, Tagum City
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					172	
II. OTHER INFORMATION		(Continue	e on separate sheet	it necessary)		
	T					MEMBERSHIP IN
SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) MEMBERSHIP I 33. ASSOCIATION/ORGAN (Write in full)					
computer literate	(Write in full)					
	2014 Endeavor Awardee of Department of Business and Management					#3000 member
Human Relation	Teaching Performance Evaluation by student Facilitator					VSU Alumni Member
Writing	The state of the s					
reading						

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	1	(Continu	e on separate sheet	if necessary)		
SIGNATURE	tier	DATE			01/4/2021	CS FORM 212 (Revised 2017), Page 3 of

Barren -	DE RESIDENTALES N. 1971 I MANAGEMENT DE COMPANION DE COMP	WHAT SAY CAN ARRANGE AND ARRAN			
34.	Are you related by consanguinity or affinity to the ap chief of bureau or office or to the person who has in Bureau or Department where you will be apppointed				
	a. within the third degree?	YES NO			
	b. within the fourth degree (for Local Government U	nit - Career Employees)?	YES NO		
			If YES, give details:		
35.	a. Have you ever been found guilty of any administr	ative offense?	YES NO		
			If YES, give details:		
	b. Have you been criminally charged before any cou	irt?	If YES, give details:		
			Date Filed:		
			Status of Case/s:		
36.	Have you ever been convicted of any crime or violative regulation by any court or tribunal?	tion of any law, decree, ordinance or	YES NO		
		If YES, give details:			
37.	Have you ever been separated from the service in a		YES NO		
	retirement, dropped from the rolls, dismissal, termina phased out (abolition) in the public or private sector		☐ YES		
38.	a. Have you ever been a candidate in a national or I		☐ YES ☑ NO		
	(except Barangay election)?		If YES, give details:		
	b. Have you resigned from the government service of		YES NO		
	the last election to promote/actively campaign for a Have you acquired the status of an immigrant or per		If YES, give details:		
39	have you acquired the status of an infinigrant of per	manent resident of another country?	If YES, give details (country):		
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); 7277); and (c) Solo Parents Welfare Act of 2000 (RA				
a.	Are you a member of any indigenous group?				
		If YES, please specify:			
b.	Are you a person with disability?		FYES NO If YES, please specify ID No:		
Ç.	Are you a solo parent?		☐ YES ☑ NO		
			If YES, please specify ID No:		
41.	REFERENCES (Person not related by consanguinity or affinity to appl	isant /appointee)			
	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		
42.	I declare under oath that I have personally accompl				
	complete statement pursuant to the provisions of p	pertinent laws, rules and regulations of the	e Republic of the		
	Philippines. I authorize the agency head / authorized agree that any misrepresentation made in this	representative to verify/validate the conte	TANK THE PROPERTY OF THE PROPE		
	administrative/criminal case/s against me.	document and its attachments shall ca	JENNIFER G. TINAJA		
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G	overnment Issued ID: Pag-ibig ID				
ID	/License/Passport No.: 121202252024	Signature (Signature the box	0		
Da	ate/Place of Issuance: 01/08/2018	Jan. 4,2021 Date Accomplished	Right Thumbmark		
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	SUBSCRIBED AND SWORN to before the this	JAN 2021 , amant exhibiting	his/her validly issued government ID as indicated above.		
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		ATTY RYSAN C. GUINOC	OR		
		Person Administering Oa	ath		
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			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.

 Theduration 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 titcket, 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