CS Form No. 212 Revised 2017	PERSO	NAL DAT	'A SI	HEE	Т			13.7W.7	
READ THE ATTACHED GUID	tation made in the Personal Data Sheet and th	HEET (PDS) BEFORE ACCO	MPLISHING	THE PDS F	ORM.		against the	person	
Print legibly. Tick appropriate boxe 1. PERSONAL INFORMATI	es () tuse separate sheet if necessary. Indicate	e N/A if not applicable. DO NOT	ABBREVIATE		1. CS ID N	0	(Do not fill	up. For CSC use of	
2. SURNAME	OCAÑADA								
FIRST NAME	JEMUEL					NAME EXTENSION (JR SRI		
MIDDLE NAME									
3. DATE OF BIRTH	ABELLANA								
(mm/dd/yyyy)	9/4/1993	16. CITIZENSHIP	Filipino Dual Citizensh						
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citize	If holder of dual citizenship,			✓ by birth Pls. indicate	beauted	uralization	
5. SEX	✓ Male Female	please indicate the c	details.	149	rear was	- The second of	of the foodbase Big Birth		
6 CIVIL STATUS	Single	17. RESIDENTIAL ADDRESS	COLUMN NEW PROPERTY OF THE PRO	A. Tavera St.					
	Widowed Separated Other/s:		He	ouse/Block/Lot	No.	Street Poblacion Zone 15			
7 HEIOTT (m)		E E STANCIA CRESSION AND	S	Subdivision/Villa	sion/Village			Poblacion Zone 15 Barangay	
7. HEIGHT (m)	1.68	a estat is that is within		Baybay City/Municipality			Leyte Province		
8. WEIGHT (kg)	88	ZIP CODE		6521					
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	He	ouse/Block/Lot	nokil at No			Chroat	
10. GSIS ID NO.	N/A	12/8-18/20 12/8-18/20		BIANC	2) AUU SCR AUGIARS			Street	
11. PAG-IBIG ID NO.	121130178904			Subdivision/Village			Barangay		
12. PHILHEALTH NO.	130252516284	ZIP CODE		City/Municipality			Province		
13. SSS NO.	0638500675	19. TELEPHONE NO.							
14. TIN NO.	459282473			09751542160					
15. AGENCY EMPLOYEE NO.	459282473 20. MOBILI MPLOYEE NO. VJ000872 21. E-MAIL			jemuel.ocanada@vsu.edu.ph					
II. FAMILY BACKGROUND				10	maci.oca	illada@vsu.e	<u>uu.pn</u>		
22. SPOUSE'S SURNAME	OCAÑADA		23. NAME of C	HILDREN (WI	rite full name a	nd list all)	DATE OF E	IIRTH (mm/dd/yyy	
FIRST NAME	ANA LEA	NAME EXTENSION (JR., SR)		JUVANN ANTHON O. OCAÑADA			5/11/2020		
MIDDLE NAME	ORAÑO		J	JUHANN ANTHON O. OCAÑADA			5/11/2020		
OCCUPATION	BRANCH ASSOCIA	ATE							
EMPLOYER/BUSINESS NAME	EUIPI-PPS								
BUSINESS ADDRESS	PUERTO PRINCESSA PA	ALAWAN							
TELEPHONE NO.	9651338384								
24. FATHER'S SURNAME	OCAÑADA								
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)							
MIDDLE NAME	GOMEZ								
5. MOTHER'S MAIDEN NAME	CRUZA								
SURNAME	OCAÑADA					2			
FIRST NAME	FLORA								
MIDDLE NAME	ABELLANA			(Continue on separate sheet if necessary)					
I. EDUCATIONAL BACKG	ROUND								
6. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE (Write in full)	E/COURSE		ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATEI	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	BAYBAY I CENTRAL SCHOOL	ELEMENTARY		From 1999	To 2005		2005	RECEIVED	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY		2005	2009		2009		
VOCATIONAL / TRADE COURSE	N/A	N/A		N/A	N/A	N/A		AVA	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AG	RIBIJSINESS			N/A	N/A	N/A	
GRADUATE STUDIES	N/A	N/A	- CEDMICOOINESS	2009	2014	tion with an experience of the contract of the	2014		
		N/A ntinye on separate sheet if neces	sary)	N/A	N/A	N/A	N/A	N/A	
SIGNATURE			Name 10 10 10 10 10 10 10 1	DA	TE	12	29/21		

	SERVICE ELIGIE	BILITY							
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If		RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINATION / CONFERMENT			LICENSE (if a	pplicable) Date of	
			CONFERMENT			NUMBER	Validity		
	N/A		N/A N/A N/A			N/A	N/A		
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production for the			A STATE OF THE STA						
V. WORK	EXPERIENCE		(C	ontinue on separate sheet	if necessary)				
	3. 100 · 10 · 10 · 10 · 10 · 10 · 10 · 10	Start from your recent	work) Descriptio	n of duties should be	indicated in the attached	Work Expe	rience sheet		
	LUSIVE DATES mm/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY //Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
From	То	(same in idia be not	abbroviacy	(verice in itali	ob not abordinate,		(Format "00-0")/ INCREMENT		(Y/N)
7/1/2020	PRESENT	ADMINISTRATI	VE AIDE I		ATE UNIVERSITY	11551.00	1-1	JOB ORDER	Υ
11/27/2014	5/7/2018	BRANCH ASS	OCIATE		nder Par Inc Pawnshop perator)	12000.00	-	PERMANENT	N
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SIGI	NATURE		Jen X		DATE		12/2	9/21	
and the second			4				C	S FORM 212 (Revised 2	017), Page 2 of

29. NAM	NVOLVEMENT IN CIVIC / NON-GOVERNME IE & ADDRESS OF ORGANIZATION		USIVE DATES	ORGANIZATI	ON/\$	
	(Write in full)	From	nm/dd/yyyy)	NUMBER OF HOUR	s	POSITION / NATURE OF WORK
/A		N/A	N/A	N/A	N/A	100 X 107 8 V 100
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LEARNING AND DEVELO	PMENT (L&D) INTERVENTIONS/TRAINING	Continue on separa PROGRAMS A	TTENDED			
irom die most recent L&D training p	rogram and include only the relevant L&D training taken for	or the last five (5) yea	ors for Division Ch VE DATES OF	ef/Executive/Manage		
TITLE OF LEARNING AND DI	EVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTE (mm	ENDANCE /dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
9001:2015 AWARENESS/ RE	AWARENESS WEBINAR	11/27/2020	11/27/2020	8.0	TECHNICAL	ODQA & OP - VSU
UMENT TRACKING SYSTEM		11/13/2020	11/13/2020	3.0	TECHNICAL	HRIS - VSU
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Whitelest Constitution (Constitution)	9 (a.1.1.2) 3.1 months	te continu		svini man		erlagen i make of standard blevige
THER INFORMATION	(Cor	ilinue on separate si	heet if necessary)			
SPECIAL SKILLS and HOBE	IES 32. NON	I-ACADEMIC DISTING	CTIONS / RECOGN in full)	TION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION/O
PHOTOGRAPHY		N/A				N/A
PHOTO EDITING		2				871.285 No. 1741.28878
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five is tellede his	Committee of the control of the cont	1/1/		Control Article Action		
	7000	I Carbon St	ŢĀ.			
	(Cont	on separate she	eet if necessary)			
SIGNATURE	Secretarion and programmer of the second of the second of	Ang.		DATI		[2] 29 21 CS FORM 212 (Revised 2017), Page 3

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,						
	a. within the third degree?		YES 🗸	NO			
	b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	YES ✓	NO			
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offe	ense?	☐ YES ☑	NO			
			If YES, give details:				
	b. Have you been criminally charged before any court?			NO			
			If YES, give details: Date Filed:				
			Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of an	y law, decree, ordinance or regulation by	☐ YES [7	no no			
	any court or tribunal?		If YES, give details:				
	and aligned physics, the first of the annual control of the second of th	September 1997		21 1 1 45 TY			
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fi in the public or private sector?		TYES NO If YES, give details:				
38.	a. Have you ever been a candidate in a national or local electron Barangay election)?	YES VIONO If YES, give details:					
	b. Have you resigned from the government service during the	e three (3)-month period before the last	YES / NO				
	election to promote/actively campaign for a national or local	If YES, give details:					
39.	Have you acquired the status of an immigrant or permanent	YES NO If YES, give details (country):					
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	Res (1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1					
a.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please Are you a member of any indigenous group?	answer the following items:	YES	✓ NO			
b.	Are you a person with disability?	If YES, please specify: YES NO					
		If YES, please specify ID No:					
C.	Are you a solo parent?	If YES, please specify ID No:					
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	t /appointee)					
	NAME	ADDRESS	TEL. NO.				
	STEPHEN ALEXEUS BALTAZAR	SAN ANTONIO BAYBAY CITY, LEYTE	9067788813				
	ARMEL GONZAGA	BAYBAY CITY, LEYTE	9154384487	3 3			
	THELMA C. ZAFRA	30 de DECIEMBRE ST. BAYBAY CITY, LEYTE	9173065494				
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 representagree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the ed herein.				
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance	(I)					
	overnment Issued ID: TIN	Ton X					
ID	/License/Passport No.: 459282473	ov)					
Da	ate/Place of Issuance: 10/21/2014 ORMOCR CITY LEYTE	Signature (Sign) inside the b		Digital Thirmhouse			
_	AUDACOURS III SUIS	Date Accomplished		Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	, affiant exhib	iting his/her validly issued gov	remment ID as indicated above.			
		ATTY. RYSAN C GUINOCO VSU Chief Legal Officer	R				
		Person Administering Oat	h				

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.

Sample: If applying to Supervising Administrative Officer

- O Duration: March 5, 2020 Present
- Position: Administrative Aide III / dDRC
- Name of Office/Unit: University Disaster and Risk-Reduction Management Office
- o Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University Main Campus
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - O Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2nd Replenishment for petty cash, Reimbursement, RER, Request to render overtime document, RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
 - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
 - Prepared, sorted and filed documents for ISO certification.
 - Filed and retrieved communications, security guard detail, memos and other official documents:
 - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
 - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
 - Photocopied, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
 - Maintained cleanliness and orderliness of the office and reception area and performed messengerial jobs as the need arises; and
 - Performed other tasks assigned by the department head and faculty;
 - Answer inquiries and calls from concerned offices / individuals
 - Make ID's of VSU residents and helpers.
 - Issuing, maintaining, retrieving and controlling controlled documents
 - Assigning of document numbers and other coding controls for document coordination with the DRC
 - Coordinate with and inform relevant personnel on any changes; and
 - Ensuring the implementation of the control of records

- Duration: November 27, 2014 May 7, 2018
- o Position: Branch Associate
- Name of Office/Unit: Palawan Pawnshop
- o Immediate Supervisor: Armel M. Gonzaga
- o Name of Agency/Organization and Location: Eight Under Par Inc. (Pawnshop Operator)
 - List of Accomplishments and Contributions (if any)
 - Conduct Marketing for new products and services offered
 - Attended several workshops in relation to the pawnshop operations
 - Summary of Actual Duties
 - Serves as branch teller/branch manager
 - Acting as vault custodian, safekeeping of assigned branch keys and assisting branch daily
 - Appraise and accept pawns per corporate directives
 - Oversee branch performance, market standing and updates on competition
 - Manage funds, approving the cash flow report and assuring payment for utilities, supplies ad company equipment required for smooth operations
 - Secure and update necessary government permits and comply with all government regulations
 - Handle customer complaints
 - Receive and disburse money to customers, reconcile and tally the actual cash on hand
 - Record all branch transactions accurately, issue official receipts for branch transactions and maintain books and ledger using best accounting practices
 - o Perform bank transactions and fund transfers using proper security procedures
 - Cate all remittance transactions-PEPP and auxiliary businesses (e-loading, bills payment, suki card registration and protektodo), as well as corporate promotion

JEMUEL

OCAN AVA

(Signature over Printed Name of Employee/Applicant)

Date:

2/29/21