

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.

Print legibly. Tick appropriate boxes () ☐ 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

MIDDLE NAME
GENDRANO

3. DATE OF BIRTH
(mm/dd/yyyy)
01/28/1993

4. PLACE OF BIRTH
METRO MANILA

5. SEX
☐ Male ☒ Female

6. CIVIL STATUS
☒ Single ☐ Married
☐ Widowed ☐ Separated
☐ Other/s:

7. HEIGHT (m)
1.46

8. WEIGHT (kg)
42

9. BLOOD TYPE
B+

10. GSIS ID NO.
02005850492

11. PAG-IBIG ID NO.
12-1-0225-2024

12. PHILHEALTH NO.
13-025234872-6

13. SSS NO.
N/A

14. TIN NO.
457-370-274

15. AGENCY EMPLOYEE NO.
V01227

16. CITIZENSHIP
☒ Filipino ☐ Dual Citizenship
☐ by birth ☐ by naturalization
Pls. indicate country:

If holder of dual citizenship,
please indicate the details.

17. RESIDENTIAL ADDRESS

House/Block/Lot No.
Street
PANGASUGAN

Subdivision/Village
Barangay
BAYBAY LEYTE

City/Municipality
Province
6521-A

ZIP CODE

18. PERMANENT ADDRESS

House/Block/Lot No.
Street
PANGASUGAN

Subdivision/Village
Barangay
BAYBAY LEYTE

City/Municipality
Province
6521-A

ZIP CODE

19. TELEPHONE NO.
N/A

20. MOBILE NO.
09107617575

21. E-MAIL ADDRESS (if any)
jennifer,tinaja@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME
N/A

FIRST NAME
MIDDLE NAME
OCCUPATION
EMPLOYER/BUSINESS NAME
BUSINESS ADDRESS
TELEPHONE NO.

23. NAME of CHILDREN (Write full name and list all)
N/A

DATE OF BIRTH (mm/dd/yyyy)

24. FATHER'S SURNAME
TINAJA

FIRST NAME
CRISTITUTO

MIDDLE NAME
MONDAL

25. MOTHER'S MAIDEN NAME

SURNAME
GENDRANO

FIRST NAME
VENUS

MIDDLE NAME
ANDANAR

III. EDUCATIONAL BACKGROUND

26. LEVEL

NAME OF SCHOOL
(Write in full)

BASIC EDUCATION/DEGREE/COURSE
(Write in full)

PERIOD OF ATTENDANCE

FromTo

HIGHEST LEVEL/
UNITS EARNED
(if not graduated)

YEAR
GRADUATED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

HIPUSNGO ELEMENTARY SCHOOL

PRIMARY EDUCATION

19992005

N/A

2005

1st Hon.
Mention

SECONDARY

BAYBAY NATIONAL HIGH SCHOOL

SECONDARY EDUCATION

20052009

N/A

2009

N/A

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BS IN AGRIBUSINESS

20102014

N/A

2014

N/A

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

MASTERS OF MANAGEMENT

20162017

40 UNITS

N/A

N/A

SIGNATURE

DATE

01/2/23


(Continue on separate sheet if necessary)

CS FORM 212 (Revised 2017), Page 1 of 4

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Civil Service Eligible	81.6	Aug.4,2019	Maasin City	N/a	N/A

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	2/2/23
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CS FORM 212 (Revised 2017) Page 2 of 2

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)

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	Metamorphoo Camous Ministry
Writing	Teaching Performance Evaluation by Student Facilitator	VSU Alumni
	ESUS VAL 2 S	VSUCC Member

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/2/23
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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.
MARIA ELSA M. UMPAD	President Office, VSU	053-565-5600-1000 N/A
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	053-565-9600-1011 N/A
NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	053-565-2600-1006 N/A

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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V01227

Date/Place of Issuance: 0303-2021

Signature (Sign inside the box)
01/21/23

Date Accomplished

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
Notary Public

Person Administering Oath

CS FORM 712 (Revised 2017) Page 4 of 4