

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	Garduce		
FIRST NAME	Claudette Meli Hoff		N/A
MIDDLE NAME	Enterina		
3. DATE OF BIRTH (mm/dd/yyyy)	8/23/1995	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	Baybay City, 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	N/A House/Block/Lot No. N/A Subdivision/Village Baybay City/Municipality
7. HEIGHT (m)	1.57	ZIP CODE	Mabini Street Pomponan Barangay Leyte Province
8. WEIGHT (kg)	52		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village Baybay City/Municipality
10. GSIS ID NO.	N/A	ZIP CODE	Mabini Street Pomponan Barangay Leyte Province
11. PAG-IBIG ID NO.	1211-6705-8128		6521
12. PHILHEALTH NO.	0902-5502-2171	19. TELEPHONE NO.	N/A
13. SSS NO.	0437281052	20. MOBILE NO.	09056835698
14. TIN NO.	722-849-560	21. E-MAIL ADDRESS (if any)	claudette.garduce@vsu.edu.ph
15. AGENCY EMPLOYEE NO.			

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	N/A	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	Garduce			
FIRST NAME	Randy	N/A		
MIDDLE NAME	Bathan			
25. MOTHER'S MAIDEN NAME				
SURNAME	Enterina			
FIRST NAME	Fleur Vincentia			
MIDDLE NAME	Jumawan			

(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	Calumala Elementary School	Primary Education	2002	2008	N/A	2008	N/A
SECONDARY	Sta. Teresita National High School	High School	2008	2012	N/A	2012	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 Development Communication major in Development Journalism	2013	2017	N/A	2017	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 21, 2022
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>Agardine</i>	DATE	03-21-2022
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[illegible]

VI. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Reading	N/A	N/A
Surfing the Internet		
Cycling		

SIGNATURE		DATE	03-21-2022
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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.
Dr. Christina A. Gabrillo	Visca, Baybay City, Leyte	
Dr. Editha G. Cagasan	Visca, Baybay City, Leyte	
Dr. Rotacio S. Gravoso	Visca, Baybay City, Leyte	

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: **Passport**

ID/License/Passport No.: **P3163549B**

Date/Place of Issuance: **9-13-2019/Tacloban City**

Christina A. Gabrillo
Signature (Sign inside the box)

03-21-2022

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **07 APR 2022**, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Rysan C. Guinocor
ATTY. RYSAN C. GUINOCOR
YSU Chief Legal Officer

Person Administering Oath

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.

- Duration: April 1, 2017 – December 31, 2021
- Position: Science Research Assistant
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Rotacio S. Gravoso
- Name of Agency/Organization and Location: Department of Development Communication,
 - List of Accomplishments and Contributions (if any)
 - Co-authored published paper/articles
 - Summary of Actual Duties
 - Responsible in gathering the data needed for the study, analyzing the data gathered, writing project report draft for publication

- Duration: January 1, 2018 - February 15, 2018
- Position: Correspondent/Marketing Assistant
- Name of Office/Unit: Eastern Visayas Mail
- Immediate Supervisor: Jima Zandra Vergara
- Name of Agency/Organization and Location: EV Mail, Ormoc City
 - List of Accomplishments and Contributions (if any)
 - Authored published studies news articles
 - Summary of Actual Duties
 - Responsible in collecting news and writing news stories for the newspaper.


CLAUDETTE MELCHIORRE E. GARPUCE
(Signature over Printed Name
of Employee/Applicant)

Date: 03-21-2022