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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes () tuse 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 2 SURNAME Garduce Claudette Meli Hoff FIRST NAME MIDDLE NAME 3. DATE OF BIRTH 8/23/1995 16. CITIZENSHIP Dual Citizenship **▼** Filipino (mm/dd/yyyy) by birth □ by naturalization Pls. indicate country: If holder of dual citizenship, Baybay City, Leyte 4 PLACE OF BIRTH please indicate the details. ▼ Female 5. SEX ☐ Male ✓ Single ☐ Married 17 RESIDENTIAL ADDRESS N/A Mabini 6 CIVIL STATUS House/Block/Lot No Street ☐ Widowed ☐ Separated N/A Pomponan Other/s: Subdivision/Villag Barangay Baybay Leyte 1.57 7. HEIGHT (m) City/Municipality Province ZIP CODE 52 8. WEIGHT (kg) 18. PERMANENT ADDRESS N/A Mahini 0 9. BLOOD TYPE Street House/Block/Lot No N/A Pomponar 10. GSIS ID NO. N/A Barangay Subdivision/Villa Baybay Levte 1211-6705-8128 11. PAG-IBIG ID NO. City/Municipa Provin ZIP CODE 0902-5502-2171 12. PHILHEALTH NO 19 TELEPHONE NO 13. SSS NO. 0437281052 N/A 722-849-560 20. MOBILE NO. 09056835698 14. TIN NO. claudette.garduce@vsu.edu.ph 21, E-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME NIA N/A FIRST NAME 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 MIDDLE NAME Bathan 25. MOTHER'S MAIDEN NAME SURNAME Enterina Fleur Vincentia FIRST NAME Jumawan (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED PERIOD OF ATTENDANCE 26 NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To Calumala Elementary School **Primary Education** 2002 2008 N/A 2008 N/A FLEMENTARY NIA 2012 SECONDARY Sta. Teresita National High School **High School** 2008 2012 N/A VOCATIONAL / N/A N/A N/A N/A N/A NIA TRADE COURSE BS in Development Communication major in N/A 2017 N/A Visayas State University 2013 2017 COLLEGE **Development Journalism** N/A N/A N/A N/A N/A **GRADUATE STUDIES** NIA N/A e on separate sheet if necessary Organdra SIGNATURE DATE March 21, 2022

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Communication	1/18/2018	2/15/2018	Correspondent/Market	eting Associate	Eastern	Visayas Mail	P 7, 200	N/A	Probationary	N
	4/1/2018	12/31/2021	Science Research	n Assistant	Departmen	P 10, 500	N/A	Job Order	N	
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VOLUNTARY WORK OR INVOLVEMENT 20 NAME & ADDRESS OF			SIVE DATES				
29. NAME & ADDRESS OF (Write in			/dd/yyyy)	NUMBER OF HOURS		POSITION / NATURE OF WORK	
N/A			From To			N/A	
	*			N/A			
			-				
			-	-			
				-			
		ntinue on separate		(y)			
I. LEARNING AND DEVELOPMENT (L& art from the most recent CEDTraining program and in				ChieffExecutive/ffa	nagerial positions		
TITLE OF LEARNING AND DEVELOPMENT IN (Write in		ATTE	/E DATES OF INDANCE /dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
formation Officers. Community Development SEAN Integration	nt Officers Media Conference on	1/30/2018	1/30/2018	9.0	Orientation	Philippine Information Agency	
aining-Workshop on Presenting Research F		10/22/2018	10/23/2018	18.0	Technical	Visayas State University	
aining-Workshop on Monitoring Outcomes SC Technique	of Extension Projects using the	11/26/2018	11/26/2018	18.0	Technical	Visayas State University	
			 				
		11.					
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III. OTHER INFORMATION	(C	ontinue on separat	e snewi ir necessa	U/		MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
31. SPECIAL SKILLS and HOBBIES	32. NO	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					
Reading		N/A					
Surfing the Internet							
Cycling							
	7-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2						
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SIGNATURE	July - Co					CS FORM 212 (Revised 2017), Page	

34. Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has immed Bureau or Department where you will be appointed,	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,					
a. within the third degree?						
b. within the fourth degree (for Local Government Unit - 0	Career Employees)?	☐ YES ☑ NO				
	V. Maint die toutal augroe (i.e. aussi out annual aussi auss					
,	-					
35. a. Have you ever been found guilty of any administrative	offense?	☐ YES ☑ NO				
		If YES, give details:				
**						
b Have very been eximinally charged before any court?		☐ YES ☑ NO				
b. Have you been criminally charged before any court?		If YES, give details:				
1						
36. Have you ever been convicted of any crime or violation of	f any law, decree, ordinance or regulation	☐ YES ☑ NO				
by any court or tribunal?		If YES, give details:				
27 7						
to 16 much a contact in case of	f the following modes: resignation	YES NO				
 Have you ever been separated from the service in any o retirement, dropped from the rolls, dismissal, termination 	end of term, finished contract or phased	If YES, give details:				
out (abolition) in the public or private sector?	, one of term, inferior contact of					
38. a. Have you ever been a candidate in a national or local	election held within the last year (except	☐ YES ☑ NO				
Barangay election)?		If YES, give details:				
b. Have you resigned from the government service durin	a the three (3)-month period before the last	☐ YES ☑ NO				
election to promote/actively campaign for a national or k	ocal candidate?	If YES, give details:				
39. Have you acquired the status of an immigrant or perman	lent resident of another country:	YES NO				
		If YES, give details (country):				
10 To	Marria Codo for Disphled Persons (PA					
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) 7277); and (c) Solo Parents Welfare Act of 2000 (RA 89	72), please answer the following items:					
Are you a member of any indigenous group?	2), placed allotter are remarking	YES NO				
Are you a member of any margenous group:	you a member of any indigenous group?					
b. Are you a person with disability?		☐ YES ☑ NO				
	Are you a solo parent?					
c. Are you a solo parent?						
		If YES, please specify ID No:				
41. REFERENCES (Person not related by consanguinity or affinity to app	licant /appointee)					
NAME	ADDRESS	TEL. NO.				
Dr. Christina A. Gabrillo	Visca, Baybay City, Leyte					
Dr. Cinistina A. Gabrino	Visca, Daybay City, Leyte					
Dr. Editha G. Cagasan	Visca, Baybay City, Leyte					
Dr. Rotacio S. Gravoso	Visca, Baybay City, Leyte	1 3 50				
		true correct and				
42. I declare under oath that I have personally accomplise complete statement pursuant to the provisions of pe						
Philippines. I authorize the agency head/authorized in						
I agree that any misrepresentation made in this	document and its attachments shall cau	ise 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	1 0					
ID/License/Passport No.: P3163549B						
IDENOGRADI GOSPOTETTO F3 1030430	03-21-2022					
Date/Place of Issuance: 9-13-2019/Tacloban City	Date Accomplished	Right Thumbmark				
SUBSCRIBED AND SWORN to before me this U. 7. APR 2022 affiant exhibiting his/her validly issued government ID as indicated above.						
SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.						
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l l	Person Administering Oat					
l L						

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.

CLAMPETTE MEUNTOFF E. GARPUCE

(Signature over Printed Name of Employee/Applicant)

Date: 03-21-2022