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 FOR<u>M.</u> 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 **TINAJA** NAME EXTENSION (JR., SR) N/A FIRST NAME **JENNIFER** MIDDLE NAME GENDRANO DATE OF BIRTH 01/28/1993 16. CITIZENSHIP (mm/dd/yyyy) **✓** Filipino Dual Citizenshin by birth by naturalization 4. PLACE OF BIRTH Metro Manila If holder of dual citizenship Pls. indicate country: please indicate the details. 5. SEX ✓ Male √ Female -✓ Single Married 17. RESIDENTIAL ADDRESS **PUROK 1** 6 CIVIL STATUS Widowed ☐ Separated House/Block/Lot No. **PANGASUGAN** ✓ Other/s: Subdivision/Village Barangay **BAYBAY CITY** 7. HEIGHT (m) 1.46 LEYTE City/Municipality Province 8. WEIGHT (kg) 42 **7IP CODE** 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE **PUROK 1** B+ House/Block/Lot No. Street 10 GSIS ID NO NA **PANGASUGAN** 11. PAG-IBIG ID NO. Subdivision/Village Barangay 12-1-0225-2024 BAYBAY CITY LEYTE 12. PHILHEALTH NO 13-025234873-6 ZIP CODE 6521 13. SSS NO. NA 19. TELEPHONE NO. NA 14 TIN NO 457-370-274 20. MOBILE NO. 09107617575 15. AGENCY EMPLOYEE NO. NA 21. E-MAIL ADDRESS (if any) jennifer.tinaja@vsu.edu.ph AMILY BACKGROUN 22. SPOUSE'S SURNAME N/Δ 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME BUSINESS ADDRESS TELEPHONE NO 24 FATHER'S SURNAME TINAJA NAME EXTENSION (JR., SR) N/A FIRST NAME CRISTITUTO MONDAL MIDDLE NAME 25. MOTHER'S MAIDEN NAME GENDRANO SURNAME FIRST NAME **VENUS** MIDDLE NAME ANDANAR (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE LEVEL YEAR ACADEMIC UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) From To RECEIVED HIPUSNGO ELEMENTARY 1st Hon. ELEMENTARY **PRIMARY EDUCATION** 1999 2005 N/A 2005 SCHOOL Mention **BAYBAY NATIONAL HIGH** SECONDARY SECONDARY EDUCATION 2005 2009 N/A 2009 N/A SCHOOL VOCATIONAL / N/A N/A N/A N/A TRADE COURSE N/A N/A N/A

COLLEGE

GRADUATE STUDIES

SIGNATURE

	SERVICE EERGIL		I	4 1					
 CAREER SERVICE/ RA 1080 (BO SPECIAL LAWS/ CES 			RATING	DATE OF EXAMINATION /	PLACE OF EXAMIN	NATION / CONFERMENT		LICENSE (if applicable)	
BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	CONFERMENT	PLACE OF EXAMINATION / CONFERME		LEVINICIAI	NUMBER	
Civil Service Eligible			81.6	.6 August 4, 2019		Maasin City		N/A	N/A
							-		
v wen	<i>EXPERIENCE</i>		(Con	tinue on separate sheet if r	ecessary)				
		. Start from your recent	work) Descriptio	n of duties should be	indicated in the attac	hed Work E	xperience shee		
28. IN	28. INCLUSIVE DATES (mm/dd/yyyy) POSITION T (Write in full/Do not		ITLE	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOV*T SERVICE (Y/ N)
From 01-Jan-21	To present	Administrative	Aide III	Cash Office VS	13572.00	INCREMENT			
25-Jun-14	30-Dec-20	Administrativ		Cash Office, VSU, Baybay City PhilRootcrops, VSU. Baybay City			SG 3 step 1	casual	Y
25-5411-14	30-Dec-20	Administrati		Fillinootciops, v	30. Daybay City	7000.00	NA	J0	Y
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810	NATURE			tinue on separate sheet if n			- - -		
SIGNATURE		base D		DATE	Z 9 2 CS FORM 212 (Revised 2017), Page 2 of			017) Page 2 of 4	

29. NAME & ADDRESS OF ORGA (Write in full)				NUMBER OF HOURS		POSITION / NATURE OF WORK
(virile ill (uii)	(mm/dd/ From	То				
NA						
p 199 1						
						4.
		(Continue on separate	sheet if necessary	V)		
II. LEARNING AND DEVELOPMENT (L&D						
tart from the most recent L&D training program and inclu					Managerial position	s)
30 TITLE OF LEADING AND DE TOTAL			Type of LD	COMPLIATED ADOLLOGETS TO		
00. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		(mm/dd/yyyy)		NUMBER OF HOURS	Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
		From	То		Technical/etc)	
VSUCC BASIC COOPERATIVE COU	JRSE SEMINAR	June 10,2017		8.0	Technical	National Confederation of Cooperative (NATCCO)
on-the-job training		Dec.2013	Jan.2014	150hrs.	Managerial	Food Research Processing, Hijo Rosour
on-the-job training		200.2013	-wii.EU14			Cooperation, Tagum City
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						No. of the Control of
		(Continue on separa	te sheet if necessa	nry)	100	
JIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DI		COGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT
		(Write in full) ARDEE OF DEPARTMENT OF BUSINESS AND MANAGEMENT				(vvrite in full)
COMPUTER LITERATE				METAMORPHOO CAMPUS MINISTRY		
WRITING	WRITING TEACHING PERFORMANCE EVALUATION BY STUDENT FACILITATOR					VSU ALUMNI
1		-			VSUCC MEMBER	
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	1 68	e e Villa	The state of the s			
		4.67 229 FA E	ş.			
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		(Continue on separa	nte sheet if necessa	ng)		
SIGNATURE		640.001		-	DATE	12/9/4
SIGNATURE	5					19119

34. Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia			•		
Bureau or Department where you will be appointed,	to daporation over you in the office,				
a. within the third degree?		☐ YES ☑	NO		
b. within the fourth degree (for Local Government Unit - Ca	areer Employees)?	☐ YES ☑	NO NO		
		If YES, give details:			
35. a. Have you ever been found guilty of any administrative of	ffense?		7. 10		
30, a, a		☐ YES ☐ If YES, give details:	Z NO		
b. Have you been criminally charged before any court?		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					
dropped from the rolls, dismissal, termination, end of term, in the public or private sector?	linished contract or phased out (abolition)	If YES, give details:			
38. a. Have you ever been a candidate in a national or local el	ection held within the last year (except				
Barangay election)?		☐ YES ☑ NO If YES, give details:			
b. Have you resigned from the government service during	the three (3)-month period before the last	☐ YES ☑ NO			
election to promote/actively campaign for a national or local	election to promote/actively campaign for a national or local candidate?				
39. Have you acquired the status of an immigrant or permaner	nt resident of another country?	☐ YES ☑ NO			
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma	agna Carta for Disabled Persons (RA 7277);				
and (c) Solo Parents Welfare Act of 2000 (RA 8972), pleas					
a. Are you a member of any indigenous group?	YES	✓ NO			
b. Are you a person with disability?		If YES, please specify:			
, no year a percent man arounting .		If YES, please specify I	☑ NO ID No:		
c. Are you a solo parent?		YES	✓ NO		
		If YES, please specify I	ID No:		
41. REFERENCES (Person not related by consanguinity or affinity to applicant			×		
NAME	ADDRESS	TEL. NO.			
MARIA ELSA M. UMPAD	PRESIDENT OFFICE, VSU	N/A			
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	N/A	6		
ERLINDA A. VASQUEZ	N/A				
42. I declare under oath that I have personally accomplish complete statement pursuant to the provisions of pertine					
Philippines. I authorize the agency head/authorized repres	sentative to verify/validate the contents state	ed herein.			
agree that any misrepresentation made in this doo administrative/criminal case/s against me.	cument and its attachments shall caus	e the filing of	JENNIFER G. TINAJA		
administrativo o infinital casers 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	ox)	* * *			
Date/Place of Issuance: 03-03-2021	Date/Place of Issuance: 03-03-2021 12-03-2021 Date Accomplished				
SUBSCRIBED AND SWORN to before me this	8 FFR 2022 A. affiant exhibit	ting his/her validly issued o	overnment ID as indicated above.		
Г	Man'	J	as maisted divery.		
	ATTY, RYSAN/C, GUINOCOR VSU Chief Legal Officer	1			
	Person Administering Oat	h			
	3				
			CS FORM 212 (Revised 2017) Page 4 of		

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