

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	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GENDRANO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/28/1993	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	Metro Manila	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.46	17. RESIDENTIAL ADDRESS	<div>PUROK 1</div> <div>House/Block/Lot No. Street</div> <div>PANGASUGAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
8. WEIGHT (kg)	42	ZIP CODE	6521
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	<div>PUROK 1</div> <div>House/Block/Lot No. Street</div> <div>PANGASUGAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	12-1-0225-2024		
12. PHILHEALTH NO.	13-025234873-6		
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


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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TINAJA			
FIRST NAME	CRISTITUTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MONDAL			
25. MOTHER'S MAIDEN NAME				
SURNAME	GENDRANO			
FIRST NAME	VENUS			
MIDDLE NAME	ANDANAR		(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	1st Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	N/A	2009	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 AGRIBUSINESS	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT	2016	2017	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/8/21
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	12/9/21

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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	12/9/24
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____												
<p>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?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ _____												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____ _____												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARIA ELSA M. UMPAD</td> <td>PRESIDENT OFFICE, VSU</td> <td>N/A</td> </tr> <tr> <td>QUEEN-EVER Y. ATUPAN</td> <td>CASH OFFICE, VSU</td> <td>N/A</td> </tr> <tr> <td>ERLINDA A. VASQUEZ</td> <td>PHILROOTCROPS, VSU</td> <td>N/A</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARIA ELSA M. UMPAD	PRESIDENT OFFICE, VSU	N/A	QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	N/A	ERLINDA A. VASQUEZ	PHILROOTCROPS, VSU	N/A
NAME	ADDRESS	TEL. NO.											
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QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	N/A											
ERLINDA A. VASQUEZ	PHILROOTCROPS, VSU	N/A											
<p>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.</p>													

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: 03-03-2021

Signature (Sign inside the box)
 12-03-2021
 Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath