

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 (☐ and 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	INOCENTE		
FIRST NAME	GLORY JANE		NAME EXTENSION (JR., SR)
MIDDLE NAME	ESQUIJO		
3. DATE OF BIRTH (mm/dd/yyyy)	3/24/1993	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MAHAYAHAY, SAINT BERNARD, SOUTHERN LEYTE		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	147 SAN ROQUE <i>House/Block/Lot No. Street</i> N/A POBLACION <i>Subdivision/Village Barangay</i> INOPACAN LEYTE <i>City/Municipality Province</i> 6522
7. HEIGHT (m)	1.52 M		
8. WEIGHT (kg)	63 Kg		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1211 6093 2918	18. PERMANENT ADDRESS ZIP CODE	N/A N/A <i>House/Block/Lot No. Street</i> PUROK 4 MAHAYAHAY <i>Subdivision/Village Barangay</i> SAINT BERNARD SOUTHERN LEYTE <i>City/Municipality Province</i> 6616
12. PHILHEALTH NO.	130252360175		
13. SSS NO.	0637006639		
14. TIN NO.	454 809 795		
15. AGENCY EMPLOYEE NO.	N/A		
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09458630600
		21. E-MAIL ADDRESS (if any)	jheanneesquijo24@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	INOCENTE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROBERTO JACKY	NAME EXTENSION (JR., SR)	ARIANA BRIENNE E. INOCENTE	11/26/2021
MIDDLE NAME	CORCILLES		N/A	N/A
OCCUPATION	ELECTION ASSISTANT		N/A	N/A
EMPLOYER/BUSINESS NAME	COMMISSION ON ELECTIONS		N/A	N/A
BUSINESS ADDRESS	HILONGOS, LEYTE		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	ESQUIJO		N/A	N/A
FIRST NAME	ARIEL	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	MARCHA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	LIBATO		N/A	N/A
FIRST NAME	CATALINA		N/A	N/A
MIDDLE NAME	TAGNIPEZ		(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	MAHAYAHAY ELEMENTARY SCHOOL	N/A	2000	2006	N/A	2006	HON. MENTION
SECONDARY	CRISTO REY REGIONAL HIGH SCHOOL	N/A	2006	2010	N/A	2010	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2010	2014	N/A	2014	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	3/4/2022		CS FORM 212 (Revised 2017), Page 1 of 4		

IV. CIVIL SERVICE ELIGIBILITY

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
CAREER SERVICE EXAMINATION (PROFESSIONAL)	80.32%	5/3/2015	LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY, LEYTE	2008150501950301	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
7/1/2021	9/30/2021	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php11,058.00	N/A	JOB ORDER	YES
1/1/2021	3/31/2021	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php11,058.00	N/A	JOB ORDER	YES
1/1/2020	12/31/2020	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php11,058.00	N/A	JOB ORDER	YES
1/01/2019	12/31/2019	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php11,058.00	N/A	JOB ORDER	YES
1/1/2018	12/30/2018	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php10,510.00	N/A	JOB ORDER	YES
1/1/2017	12/31/2017	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php9,980.96	N/A	JOB ORDER	YES
10/1/2016	12/31/2017	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php9,478.00	N/A	JOB ORDER	YES
7/1/2015	10/31/2016	ELECTION ASSISTANT	COMMISSION ON ELECTIONS	Php9,000.00	N/A	JOB ORDER	YES
6/1/2014	6/30/2015	OFFICE CLERK	LGU- SAINT BERNARD, SOUTHERN LEYTE	Php4,000.00	N/A	JOB ORDER	YES
4/16/2012	4/20/2012	ENUMERATOR	DEPARTMENT OF AGRICULTURE	N/A	N/A	CONTRACTUAL	YES
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	3/4/2022	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
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)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	GENDER AND DEVELOPMENT (GAD) TRAINING (VIOLENCE AGAINST WOMEN)	12/2/2019	12/2/2019	8	SUPERVISORY	COMMISSION ON ELECTIONS
	GENDER AND DEVELOPMENT (GAD)	7/11/2019	7/11/2019	8	SUPERVISORY	COMMISSION ON ELECTIONS
	TRAINING OF TRAINORS 3 IN CONNECTION WITH MAY 13, 2019 NLE	2/16/2019	2/16/2019	8	SUPERVISORY	COMMISSION ON ELECTIONS
	GENDER AND DEVELOPMENT (GAD)	11/16/2018	11/16/2018	8	SUPERVISORY	COMMISSION ON ELECTIONS
	STRATEGIC PERFORMANCE MANAGEMENT SYSTEM	11/25/2016	11/25/2016	8	SUPERVISORY	CIVIL SERVICE COMMISSION
	BASIC COMPUTER OPERATION TRAINING	09/01/2014	09/12/2014	80	TECHNICAL	TESDA
	PERSONALITY DEVELOPMENT AND BUSINESS ETHICS SEMINAR	09/14/2013	09/14/2013	8	MANAGERIAL	SENIOR BRILLIANT M.I.C.E. PLANNER
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	COMPUTER LITERATE	N/A		COMMISSION ON YOUTH		
	ENCODING/TYPING	N/A		YOUNG PROFESSIONAL CONGRESS		
	SINGING	N/A		VSU POLYPHONICS		
	READING	N/A		VSU ALUMNI ASSOCIATION INC.		
	N/A	N/A		CRRHS ALUMNI ASSOCIATION		
	N/A	N/A		MAHAYAHAY ELEMENTARY ALUMNI ASSOCIATION		
	N/A	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE			DATE	3/4/2022	CS FORM 212 (Revised 2017), Page 3 of 4	

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
SEAN G. CALAPRE		MAASIN CITY, SOUTHERN LEYTE
LUDGEMMA P. ALFARO-ASUMBRADO		SAINT BERNARD, SOUTHERN LEYTE
DENNIS NEOFITO C. DUBLADO		SOGOD, SOUTHERN LEYTE
TEL. NO.		
9273304874		
9399262623		
9177910537		
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.		
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: CIVIL SERVICE COMMISSION ID</div> <div>ID/License/Passport No.: 2008150501950301</div> <div>Date/Place of Issuance: 06/15/2015 - PALO, LEYTE,</div>		<div></div> <div>Signature (Sign inside the box)</div> <div>3/4/2022</div> <div>Date Accomplished</div>
		<div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture</div> <div>PHOTO</div>
		<div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>Person Administering Oath</div>		