## 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. 1. CS ID No. Print legibly. Tick appropriate boxes ( ) [ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only TINAJA 2 SURNAME JENNIFER FIRST NAME **GENDRANO** MIDDLE NAME 3. DATE OF BIRTH 01/28/1993 16. CITIZENSHIP **✓** Filipino ☐ Dual Citizenship (mm/dd/yyyy) □ by birth ✓ by naturalization 4. PLACE OF BIRTH METRO MANILA If holder of dual citizenship, Pls. indicate country: please indicate the details ☐ Male **▼** Female 5 SEX ☐ Married 17. RESIDENTIAL ADDRESS ✓ Single 6 CIVIL STATUS House/Block/Lot No. Street □ Separated PANGASUGAN ☐ Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.46 City/Municipality 8. WEIGHT (kg) 42 ZIP CODE 6521-A 18. PERMANENT ADDRESS B+ 9. BLOOD TYPE House/Block/Lot No. Street PANGASUGAN 02005850492 10. GSIS ID NO. Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO. 12-1-0225-2024 Province City/Municipality 12. PHILHEALTH NO 13-025234872-6 ZIP CODE 6521-A N/A 13. SSS NO. 19. TELEPHONE NO. N/A 14. TIN NO 457-370-274 20. MOBILE NO. 09107617575 15 AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if anv) V01227 jennifer,tinaja@vsu.edu.ph FAMILY BACKGROUND 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME BUSINESS ADDRESS TELEPHONE NO. 24. FATHER'S SURNAME TINAJA NAME EXTENSION (JR., SR) N/A CRISTITUTO FIRST NAME MIDDLE NAME MONDAL 25 MOTHER'S MAIDEN NAME **GENDRANO** SURNAME VENUS FIRST NAME MIDDLE NAME ANDANAR (Continue on separate sheet if necessary) III. EDUCATIONAL BACKGROUND SCHOLARSHIP/ HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE ACADEMIC LEVEL UNITS EARNED GRADUATED HONORS (Write in full) (if not graduated) RECEIVED То From 1st Hon ELEMENTARY HIPUSNGO ELEMENTARY SCHOOL PRIMARY EDUCATION 1999 2005 N/A 2005 lention SECONDARY BAYBAY NATIONAL HIGH SCHOOL SECONDARY EDUCATION 2005 2009 N/A 2009 N/A VOCATIONAL / N/A N/A N/A N/A N/A TRADE COURSE COLLEGE **VISAYAS STATE UNIVERSITY BS IN AGRIBUSINESS** 2010 2014 N/A 2014 N/A GRADUATE STUDIES VISAYAS STATE UNIVERSITY MASTERS OF MANAGEMENT 2016 2018 **40 UNITS** N/A N/A SIGNATURE DATE 11/22/23

IV. CIVIL S	ERVICE ELIG	BILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER  SPECIAL LAWS/ CES/ CSEE  RATING				DATE OF EXAMINATION / PLACE OF EXAMINATION / CONFERMENT			OMENIT	LICENSE (if a	pplicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE  (If Applicable)			(If Applicable)	CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of Validity
Civil Service Eligible 81.6			81.6	Aug.4,2019	Maasin City			N/a	N/A
			(C	I ontinue on separate shee	et if necessary)				
	EXPERIENCE ate employmer	nt. Start from your recent	t work) Description	on of duties should	be indicated in the attach	ed Work Exp	perience sheet	÷.	
28. INCLU	28. INCLUSIVE DATES (mm/dd/yyyy) POSITION TI (Write in full/Do not a		ΓLE	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)
04/03/23	Present	Administrative	Aide III	Accounting Offi	ce, VSU, Baybay Leyte	16125.00	SG 3	REGULAR	Υ
1/16/23	04/02/23	Administrative		IGP Office, \	16125.00	SG 3	REGULAR	Υ	
29/05/22	1/13/23	Administrative		Accounting Offi	16125.00	SG 3	CASUAL	Y	
01/01/21	28/05/22	Administrative	Aide III	Cash Office,	13572.00	SG 3	CASUAL	Y	
2019'	2020'	Alternate dI	ORC	PhilRootcrops	N/A	N/A	N/A	N/A	
2018'	2019'	Teaching Performance Student Facil		PhilRootcrops	N/A	N/A	N/A	N/A	
25/06/14	30/12/20	Administrativ	e Aide	PhilRootcrops	7000.00	N/A	JO	Y	
					A if managed				
SIGNATURE  (Continue on separate sheet if necessary)  DATE  11/22/23									
SIGNATURE			(3)		DATE			7 <b>22/23</b> S FORM 212 (Revised 2	017), Page 2 of 4

// VOLUNTARY MORK OR INVOLVEMENT	IN CIVIC / NON C	OVEDAMENT.		N LINTARY OF	DC A NIZATION	10	
	IN CIVIC / NON-GOVERNMENT / PEOPLE / V			DLUNTARY URGANIZATION		/5	
29. NAME & ADDRESS OF ORGANIZA (Write in full)	TION	(mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK	
		From	То				
N/A							
VII. LEARNING AND DEVELOPMENT (L&D)	INTEDVENTIONS		eparate sheet if ne				
Start from the most recent L&D/training program and includ					Executive/Manageria	l positions)	
20			DATES OF		Type of LD		
30. TITLE OF LEARNING AND DEVELOPMENT INTER PROGRAMS (Wri	VENTIONS/TRAINING te in full)		DANCE d/yyyy)	NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		rediffical/etc)	National Confederation of Cooperatives	
/SUCC BASIC COOPRETAIVE COURSE SE	MINAR	06/10/2017		8.0	Technical	(NATCCO)	
Frontliner and Excellent Customer Service		11/08/2022	11/10/2022	24.0	Technical	Personnel Officers of the Philippines (POAP)	
BookKeeping with QuickBooks Online		07/24/2023	07/28/2023	15.0	Technical	Virtual Assistant Training Philippines	
SO 9001-2015 Awareness/Re-awareness Se	minar	08/30/22	08/31/22	16.0	Technical	VISAYAS STATE UNIVERSITY	
ACCOUNTING FOR NON-ACCOUNTANT		10/23/23	10/26/23	4 DAYS	Technical	COMMISSION ON AUDIT REGION 8	
		(Continue on a	eparate sheet if ne	cessan/l			
VIII. OTHER INFORMATION		(Somme of S	opurate enect ii lit	5550di <b>j</b> )			
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEM	IC DISTINCTIONS (Write in full)	RECOGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Computer Literate	2014 Endeavo	2014 Endeavor Awardee of Department of Business and Management				Metamorphoo Campus Ministry	
Writing	ISO	DEPUTY DOCU	VSU Alumni				
	Teaching Performance Evaluation by Student Facilitator					VSUCC Member	
						AdPA Member	
(Continue on separate sheet if necessary)							
SIGNATURE		inaga		D4	TE	11/22/23	

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,						
a. within the third degree?		☐ YES ☑ NO				
b. within the fourth degree (for Local Government Unit - Care	er Employees)?	☐ YES ☑ NO				
		If YES, give details:				
Harris and the state of the sta	0					
35. a. Have you ever been found guilty of any administrative offe	nse?	YES NO				
		If YES, give details:				
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 an	y law, decree, ordinance or regulation by	☐ YES ☑ NO				
any court or tribunal?		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, fir in the public or private sector?	nished contract or phased out (abolition)	If YES, give details:				
38. a. Have you ever been a candidate in a national or local elec	tion held within the last year (except	T VES II NO				
Barangay election)?		☐ YES ☑ NO If YES, give details:				
b. Have you resigned from the government service during the	e three (3)-month period before the last	☐ YES ☑ NO				
election to promote/actively campaign for a national or local of	• •	If YES, give details:				
39. Have you acquired the status of an immigrant or permanent r	resident of another country?	☐ YES ☑ NO				
	If YES, give details (country					
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magi 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p</li> </ol>	•					
a. Are you a member of any indigenous group?	bloade arrower the following floring.	YES V NC	1			
, , , , , , , , , , , , , , , , , , ,	The year a member of any margeness group:					
b. Are you a person with disability?		☐ YES ☑ NO	)			
c. Are you a solo parent?		If YES, please specify ID No:  ☐ YES				
,		If YES, please specify ID No:				
41. REFERENCES (Person not related by consanguinity or affinity to applicant /a	ppointee)					
NAME	ADDRESS	TEL. NO.				
MARIA ELSA M. UMPAD	President Office, VSU	053-565-0600-				
OUEFN EVED V ATURAN		1000 053-565-0600-	(A)			
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	1011 053-565-0600-				
NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	1006				
42. I declare under oath that I have personally accomplished						
complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer						
agree that any misrepresentation made in this docur	ment and its attachments shall caus	se the filing of	РНОТО			
administrative/criminal case/s against me.						
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)			i chies.			
PLEASE INDICATE ID Number and Date of Issuance		\$ <del>=</del>				
Government Issued ID: VSU ID						
ID/License/Passport No.: V01227	oox)					
Date/Place of Issuance: 03-03-2021		Right Thumbmark				
SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.						
	41-					
	Person Administering Oa	UI .				