

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 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

MIDDLE NAME

GENDRANO

3. DATE OF BIRTH (mm/dd/yyyy)

01/28/1993

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

METRO MANILA

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.46

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

PANGASUGAN

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

ZIP CODE

6521-A

8. WEIGHT (kg)

42

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

PANGASUGAN

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

ZIP CODE

6521-A

9. BLOOD TYPE

B+

19. TELEPHONE NO.

N/A

10. GSIS ID NO.

02005850492

20. MOBILE NO.

09107617575

11. PAG-IBIG ID NO.

12-1-0225-2024

21. E-MAIL ADDRESS (if any)

jennifer.tinaja@vsu.edu.ph

12. PHILHEALTH NO.

13-025234872-6

13. SSS NO.

N/A

14. TIN NO.

457-370-274

15. AGENCY EMPLOYEE NO.

V01227

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

24. FATHER'S SURNAME

TINAJA

FIRST NAME

CRISTITUTO

MIDDLE NAME

MONDAL

25. MOTHER'S MAIDEN NAME

SURNAME

GENDRANO

FIRST NAME

VENUS

MIDDLE NAME

ANDANAR

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

ELEMENTARY

HIPUSNGO ELEMENTARY SCHOOL

PRIMARY EDUCATION

19992005

N/A

2005

1st Hon. Mention

SECONDARY

BAYBAY NATIONAL HIGH SCHOOL

SECONDARY EDUCATION

20052009

N/A

2009

N/A

VOCATIONAL / TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BS IN AGRIBUSINESS

20102014

N/A

2014

N/A

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

MASTERS OF MANAGEMENT

20162018

40 UNITS

N/A

N/A

SIGNATURE

DATE

08/03/2023

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VI. 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]

(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	2014 Endeavor Awardee of Department of Business and Management	Metamorphoo Campus Ministry
Writing		VSU Alumni
		VSUCC Member
		AdPA Member

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	08/03/23
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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
	Civil Service Eligible	81.6	Aug.4,2019	Maasin City	N/a	N/A

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

08/03/23

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)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ 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 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?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
MARIA ELSA M. UMPAD	President Office, VSU	053-565-0600-1000
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	053-565-0600-1011
NICK FREDDY R. BELLO	ACCOUNTING OFFICE, VSU	053-565-0600-1006

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.

PHOTO

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)

08/03/23

Date Accomplished

Right Thumbmark

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

Person Administering Oath