

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 () 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		COSI	
FIRST NAME		JENNY	
MIDDLE NAME		MATES	
NAME EXTENSION (JR., SR)			
16. CITIZENSHIP			
13. DATE OF BIRTH (mm/dd/yyyy)		02/9/1979	
14. PLACE OF BIRTH		POLOMOLOK, SOUTH COTABATO	
15. SEX		☐ Male ☒ Female	
6 CIVIL STATUS		☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	
7. HEIGHT (m)		1.498	
8. WEIGHT (kg)		64	
9. BLOOD TYPE		B	
10. GSIS ID NO.		N/A	
11. PAG-IBIG ID NO.		1890-0051-0446	
12. PHILHEALTH NO.		17-050080948-8	
13. SSS NO.		09-2203712-2	
14. TIN NO.		928-305-234-000	
15. AGENCY EMPLOYEE NO.			
21. E-MAIL ADDRESS (if any)		jenmy.cosi@vsu.edu.ph	
19. TELEPHONE NO.		N/A	
20. MOBILE NO.		09614642425	
17. RESIDENTIAL ADDRESS		House/Block/Lot No. Street PALHI Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
18. PERMANENT ADDRESS		House/Block/Lot No. Street PALHI Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521	
ZIP CODE			

III. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		N/A		23. NAME of CHILDREN (Write full name and list all)		N/A		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		N/A		NAME EXTENSION (JR., SR)		N/A		N/A	
MIDDLE NAME		N/A							
OCCUPATION		N/A							
EMPLOYER/BUSINESS NAME		N/A							
BUSINESS ADDRESS		N/A							
TELEPHONE NO.		N/A							
24. FATHER'S SURNAME		MATES (DECEASED)							
FIRST NAME		JERRY		NAME EXTENSION (JR., SR)		SR			
MIDDLE NAME		PERRERO							
25. MOTHER'S MAIDEN NAME									
SURNAME		OCALENA							
FIRST NAME		MILAGROS							
MIDDLE NAME		JASON							

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	DOLE CANNERY CENTRAL ELEMENTARY SCHOOL	N/A	1986 1992	N/A	1992	WITH HONORS
SECONDARY	SAN LORENZO RUIZ ACADEMY OF POLOMOLOK	N/A	1992 1996	N/A	1996	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A N/A	N/A	N/A	N/A
COLLEGE	GENSANTOS FOUNDATION, INC.	BACHELOR OF SCIENCE IN ACCOUNTANCY	1996 2000	N/A	2000	N/A
GRADUATE STUDIES	N/A	N/A	N/A N/A	N/A		N/A

SIGNATURE		DATE	
		February 20, 2024	

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

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	UNLOCKING EXCELLENCE:THE 5S REVOLUTION FOR CLERKS AND HEADS	11/29/2023	11/29/2023	4		VSU
	VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	04/07/2022	04/07/2022	7		VSU LEGAL OFFICE- ATTY. RYSAN S. GUINOCOR
	ROLE OF BSP AND RECENT ECONOMIC DEVELOPMENT	08/14/2021	08/17/2021	6		BANGKO SENTRAL NG PILIPINAS - EFLO
	DOCUMENT TRACKING SYSTEM	11/13/2020	11/13/2020	3		VSU MAIN HRIS
	ISO 9001 : 2015 AWARENESS/RE-AWARENESS	11/27/2020	11/27/2020	4		VSU MAIN - ELVIRA E. ONGY
	SEMINAR ON BASICS OF MARKETING	04/15/2019	04/16/2019	8		DTI NEGOSYO CENTER - GENERAL SANTOS CITY
	2015 ANNUAL SURVEY OF PHILIPPINE BUSINESS AND INDUSTRY/2015 SURVEY ON INFORMATION AND COMMUNICATION TECHNOLOGY RESPONDENTS' FORUM	05/13/2016	05/13/2016	8		PSA SOUTH COTABATO
	STATEMENT OF CASH FLOW REPORT PREP.	10/21/2015	10/22/2015	12		MASS-SPECC COOPERATIVE DEVELOPMENT CENTER
	STRATEGIC PLANNING	11/07/2013	11/08/2013	20		NEXT LEVEL TRAINING ADVOCACY COOPERATIVE
	CAPABILITY ENHANCEMENT COURSE FOR COOPERATIVE OFFICERS(Level III)	02/20/2004	02/22/2004	24		AGRICULTURAL TRAINING INSTITUTE (ATI) TRAINING COMPLEX, SAN FELIPE, TANTANGAN,

(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)
	BOOKKEEPING		N/A		N/A
	BUDGETING		N/A		N/A
	PAYROLL		N/A		N/A
	CUSTOMER SERVICE		N/A		N/A
	ATTENTION TO DETAILS		N/A		N/A
	COMPUTER (TYPING, MICROSOFT OFFICE)		N/A		N/A
	COMMUNICATION		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	February 20, 2024
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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: _____ ☐ YES ☒ NO If YES, give details: _____	
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.
MARWEN A. CASTAÑEDA	BAYBAY CITY, LEYTE	09776295216
FLORIFE A. ABORDO	POLOMOLOK, SOUTH COTABATO	09994093270
MIRIAM DE LA TORRE	BAYBAY CITY, LEYTE	
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.		
Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government issued ID: PHIC ID/License/Passport No.: 17-05080948-8 Date/Place of Issuance: 2020/BAYBAY CITY, LEYTE		
 Signature (Sign inside the box) February 20, 2024 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		