

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	☒ 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:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.46	ZIP CODE	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
8. WEIGHT (kg)	42		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	02005850492		
11. PAG-IBIG ID NO.	12-1-0225-2024		
12. PHILHEALTH NO.	13-025234872-6	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
14. TIN NO.	457-370-274		
15. AGENCY EMPLOYEE NO.	V01227		
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09107617575		
21. E-MAIL ADDRESS (if any)	jennifer,tinaja@vsu.edu.ph		

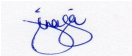
II. FAMILY BACKGROUND

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	2018	40 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/2024
-----------	---	------	------------

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
	Civil Service Eligible	81.6	Aug.4,2019	Maasin City	N/a	N/A

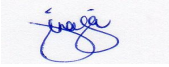
(Continue on separate sheet if necessary)

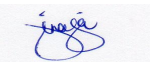
V. WORK EXPERIENCE

(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						
	04/03/23	Present	Administrative Aide III (dDRC)	Accounting Office, VSU, Baybay Leyte	16125.00	SG 3	REGULAR	Y
	1/16/23	04/02/23	Administrative Aide III	IGP Office, VSU, Baybay Leyte	16125.00	SG 3	REGULAR	Y
	29/05/22	1/13/23	Administrative Aide III	Accounting Office, VSU, Baybay Leyte	16125.00	SG 3	CASUAL	Y
	01/01/21	28/05/22	Administrative Aide III	Cash Office, VSU, Baybay Leyte	13572.00	SG 3	CASUAL	Y
	2019'	2020'	Alternate dDRC	PhilRootcrops, VSU, Baybay Leyte	N/A	N/A	N/A	N/A
	2018'	2019'	Teaching Performance Evaluation by Student Facilitator	PhilRootcrops, VSU, Baybay Leyte	N/A	N/A	N/A	N/A
	25/06/14	30/12/20	Administrative Aide	PhilRootcrops, VSU, Baybay Leyte	7000.00	N/A	JO	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/24
-----------	---	------	----------

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					
(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			
	VSUCC BASIC COOPRETAIVE COURSE SEMINAR	06/10/2017		8.0	Technical	National Confederation of Cooperatives (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
	ISO 9001-2015 Awareness/Re-awareness Seminar	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 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 (Adviser)		
	Writing			VSU Alumni		
	Driving skills			VSUCC Member		
				AdPA Member		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/10/2024	

