

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	Cortes		
FIRST NAME	Jed Asaph	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Duatin		
3. DATE OF BIRTH (mm/dd/yyyy)	04/27/1991	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Guadalupe, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Cottage #2 House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.76	ZIP CODE	6521
8. WEIGHT (kg)	89.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	1257 House/Block/Lot No. Street Emiliana Subdivision Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2004108410	ZIP CODE	6521
11. PAG-IBIG ID NO.	913259582892		
12. PHILHEALTH NO.	130001050258		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563-0354
14. TIN NO.	428273380	20. MOBILE NO.	908-814-4813
15. AGENCY EMPLOYEE NO.	V00716	21. E-MAIL ADDRESS (if any)	jedcortes@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cuevas	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jennifer	NAME EXTENSION (JR., SR)	Hans Rafael Cuevas Cortes 11/04/2019
MIDDLE NAME	Bacason		Sef Gabriel Cuevas Cortes 10/19/2021
OCCUPATION	Bank Teller		
EMPLOYER/BUSINESS NAME	Metropolitan Bank and Trust Company		
BUSINESS ADDRESS	Baybay City, Leyte		
TELEPHONE NO.			
24. FATHER'S SURNAME	Cortes		
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Salvatiera		
25. MOTHER'S MAIDEN NAME	Joji Grace Yulores Duatin		
SURNAME	Cortes		
FIRST NAME	Joji Grace		
MIDDLE NAME	Duatin	(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	Alpha Christian School	Elementary	1997	2003		2003	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Development Communication	2007	2011		2011	Cum Laude
GRADUATE STUDIES	University of the Philippines - Los Banos	Master of Science in Development Communication	2013	2019		2019	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/07/2024		

Attachment A

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			
	GRADUATE STUDIES	University of the Philippines Open University	Doctor of Communication	2023		9 units		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		05/07/2024		

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
	PD 907		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						
01/01/2023	PRESENT	Instructor I	Visayas State University	29,737.00	12-3	Permanent	Y
06/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
06/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
06/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
01/03/2022		Instructor I	Visayas State University	28,180.00	12-3	Temporary	Y
07/25/2021		Instructor I	Visayas State University	26,624.00	12-3	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
08/01/2019	07/31/2020	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
01/01/2019		Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
07/25/2018		Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	10/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
12/01/2012	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2012	11/30/2012	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/07/2024
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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		
	Christ Baptist Church Guadalupe, Baybay City, Leyte	05/01/2024	PRESENT	1	Administrative Assistant
	Christ Baptist Church Guadalupe, Baybay City, Leyte	04/05/2013		1	Pianist

(Continue on separate sheet if necessary)

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

[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)
N/A	N/A	Association of Development Communication Educators and Practitioners Philippines
		Philippine Association of Communication Educators

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/07/2024
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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:												
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) <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Ulderico Alviola</td><td></td><td></td></tr><tr><td>Christina Gabrillo</td><td></td><td></td></tr><tr><td>Rotacio Gravoso</td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Ulderico Alviola			Christina Gabrillo			Rotacio Gravoso		
NAME	ADDRESS	TEL. NO.												
Ulderico Alviola														
Christina Gabrillo														
Rotacio Gravoso														
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.		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 is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 05/07/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														