

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                       | Tinaja                                                                                                                                                                                  |                                                                |                                                                                                                                                                                                  |                                                                                          |
| FIRST NAME                       | Jennifer                                                                                                                                                                                | NAME EXTENSION (JR., SR)<br>N/A                                |                                                                                                                                                                                                  |                                                                                          |
| MIDDLE NAME                      | Gendrano                                                                                                                                                                                |                                                                |                                                                                                                                                                                                  |                                                                                          |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 01/28/1993                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |                                                                                          |
| 4. PLACE OF BIRTH                | Metro Manila                                                                                                                                                                            | If holder of dual citizenship,<br>please indicate the details. | Philippines                                                                                                                                                                                      |                                                                                          |
| 5. SEX                           | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female                                                                                                                |                                                                |                                                                                                                                                                                                  |                                                                                          |
| 6. CIVIL STATUS                  | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province                                                                                                         |                                                                                          |
| 7. HEIGHT (m)                    | 1.00                                                                                                                                                                                    | ZIP CODE                                                       |                                                                                                                                                                                                  |                                                                                          |
| 8. WEIGHT (kg)                   | 1.00                                                                                                                                                                                    |                                                                |                                                                                                                                                                                                  |                                                                                          |
| 9. BLOOD TYPE                    | A-                                                                                                                                                                                      |                                                                | 18. PERMANENT ADDRESS                                                                                                                                                                            | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province |
| 10. GSIS ID NO.                  | N/A                                                                                                                                                                                     |                                                                |                                                                                                                                                                                                  |                                                                                          |
| 11. PAG-IBIG ID NO.              | 121202252024                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |                                                                                          |
| 12. PHILHEALTH NO.               | 130252348736                                                                                                                                                                            | ZIP CODE                                                       |                                                                                                                                                                                                  |                                                                                          |
| 13. SSS NO.                      | N/A                                                                                                                                                                                     | 19. TELEPHONE NO.                                              | (1                                                                                                                                                                                               |                                                                                          |
| 14. TIN NO.                      | 457370274                                                                                                                                                                               | 20. MOBILE NO.                                                 | 1                                                                                                                                                                                                |                                                                                          |
| 15. AGENCY EMPLOYEE NO.          | V01227                                                                                                                                                                                  | 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               | N/A        | NAME EXTENSION (JR., SR)<br>N/A | 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     | Tinaja     |                                 |                                                     |                            |
| FIRST NAME               | Cristituto | NAME EXTENSION (JR., SR)        |                                                     |                            |
| MIDDLE NAME              | Mondal     |                                 |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME | Andanar    |                                 |                                                     |                            |
| SURNAME                  | Tinaja     |                                 |                                                     |                            |
| FIRST NAME               | Venus      |                                 |                                                     |                            |
| MIDDLE NAME              | Gendrano   |                                 | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|-----------------------------------|--------------------------------------------------|----------------------|------|--------------------------------------------------|----------------|---------------------------------------|
|                          |                                   |                                                  | From                 | To   |                                                  |                |                                       |
| ELEMENTARY               | Hipusngo Elementary School        | Elementary                                       | 1999                 | 2005 |                                                  | 2005           | N/A                                   |
| SECONDARY                | Baybay National High School       | High School                                      | 2005                 | 2009 |                                                  | 2009           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A                               |                                                  |                      |      |                                                  |                |                                       |
| COLLEGE                  | Visayas State University          | Bachelor of Science in Agribusiness              | 2010                 | 2014 |                                                  | 2014           | N/A                                   |
| GRADUATE STUDIES         | Visayas State University          | Master in Management (Major in Agribusiness)     | 2016                 | 2018 | 40                                               | 2018           | N/A                                   |

(Continue on separate sheet if necessary)

|           |  |      |            |
|-----------|--|------|------------|
| SIGNATURE |  | DATE | 10/10/2023 |
|-----------|--|------|------------|



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

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>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

*(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<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| Computer Literate              | 2014 Endeavor Awardee                                          | VSU ADMINISTRATIVE PERSONNEL ASSOCIATION<br>(VSU-ADPA)        |
|                                |                                                                | VSU Alumni Association                                        |
|                                |                                                                |                                                               |
|                                |                                                                |                                                               |
|                                |                                                                |                                                               |
|                                |                                                                |                                                               |
|                                |                                                                |                                                               |

*(Continue on separate sheet if necessary)*

|                  |  |             |            |
|------------------|--|-------------|------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | 10/10/2023 |
|------------------|--|-------------|------------|

| <div>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,<br/>a. within the third degree?<br/>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>                                                                                                                           |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                       |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|----------|----------------------|------------------|--|---------------------|-----------------------|--|--|--|--|
| <div>35. a. Have you ever been found guilty of any administrative offense?<br/><br/>b. Have you been criminally charged before any court?</div>                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div></div></div>                                                                                                          |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                    |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>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?</div>                                                                                                                                                                                                                                                  |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                    |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br/><br/>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?</div>                                                                                                                                                                                     |                                                                                                                   | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>                                                                                                                                               |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country):<br/>_____</div></div>                                                                                                                                                                                                                                                                          |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>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:<br/>a. Are you a member of any indigenous group?<br/>b. Are you a person with disability?<br/>c. Are you a solo parent?</div>                                                                                                                                                                               |                                                                                                                   | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div> |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Queen-ever Y. Atupan</td><td>Cash Office, VSU</td><td></td></tr><tr><td>Maria Elsa M. Umpad</td><td>President Office, VSU</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>                                                                                                                                              |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       | NAME | ADDRESS | TEL. NO. | Queen-ever Y. Atupan | Cash Office, VSU |  | Maria Elsa M. Umpad | President Office, VSU |  |  |  |  |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ADDRESS                                                                                                           | TEL. NO.                                                                                                                                                                                                                                                                                                                                                                                                              |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| Queen-ever Y. Atupan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cash Office, VSU                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| Maria Elsa M. Umpad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | President Office, VSU                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>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.</div> |                                                                                                                   | <div><div><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm<br/>(passport size)<br/><br/>With full and handwritten name tag and signature over printed name<br/><br/>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>                                                                                   |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>                                                                                                                                                                                                                                        | <div><div></div><div>Signature (Sign inside the box)</div><div>10/10/2023</div><div>Date Accomplished</div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                      |                  |  |                     |                       |  |  |  |  |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                      |                  |  |                     |                       |  |  |  |  |