

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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)	
MIDDLE NAME	Duatin		
3. DATE OF BIRTH (mm/dd/yyyy)	27/04/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	1257 House/Block/Lot No. Street Subdivision/Village GUADALUPE Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.76 cm	ZIP CODE	6521
8. WEIGHT (kg)	78 kg	18. PERMANENT ADDRESS	1257 House/Block/Lot No. Street Subdivision/Village GUADALUPE Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	02004108410	19. TELEPHONE NO.	(053) 563-7067
11. PAG-IBIG ID NO.	913259582892	20. MOBILE NO.	+63 9199958990 / +639178363626
12. PHILHEALTH NO.	1300-0105-0258	21. E-MAIL ADDRESS (if any)	jedcortes@vsu.edu.ph / jedcortes@gmail.com
13. SSS NO.			
14. TIN NO.	428-273-380		
15. AGENCY EMPLOYEE NO.	V000716		

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)	
MIDDLE NAME	BACASON		
OCCUPATION	BANK TELLER		
EMPLOYER/BUSINESS NAME	METROPOLITAN BAND AND TRUST COMPANY		
BUSINESS ADDRESS	REAL ST., ORMOC CITY		
TELEPHONE NO.	(053)255 4215		
24. FATHER'S SURNAME	CORTES		
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SALVATIERA		
25. MOTHER'S MAIDEN NAME			
SURNAME	DUATIN		
FIRST NAME	JOJI		
MIDDLE NAME	YULORES		

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		1995	2003		2003	Salutatori an
SECONDARY	LSU Laboratory High School		2003	2007		2007	with High Honors
VOCATIONAL /TRADE COURSE							
COLLEGE	Visayas State University	BS Development Communication	2007	2011		2011	Cum Laude
GRADUATE STUDIES	University of the Philippines Los Baños	MS Development Communication	2013	2019		2019	CHED FDP II


(Continue on separate sheet if necessary)			
SIGNATURE		DATE	June 24, 2019
		CS FORM 212 (Revised 2017), Page 1 of 4	



[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

[illegible]

SIGNATURE		DATE	June 24, 2019	CS FORM 212 (Revised 2017), Page 2 of 4
-----------	---	------	---------------	---



**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		

(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			
	News Writing & Basic Photography Workshop	03/24/2015	03/26/2015	16	Technical	ATI RTC 3 Hotel Pampanga City of San Fernando, Pampanga
	1st PACE National Conference Presented paper entitled "Effects of Activating Metacognition in High School	04/03/2014	04/05/2014	24	Technical	PACE, Benguet State University La Trinidad, Benguet
	Video Production & Promotional Material Seminar	08/03/2013	/ /	8	Technical	Catalyst - Senior MICE Planner Visayas State University
	Training-Workshop on Non-Linear Video Production	05/21/2013	05/24/2013	32	Technical	Visayas State University
	Disseminating Research Findings & Poster-Making Presentation	03/18/2013	/ /	8	Technical	ADCPN, Tacloban City, Philippines
	Basic Campus Journalism	11/05/2012	11/06/2012	16	Technical	Visayas State University - Villaba Campus
	Writing & Reviewing Research Papers for Peer-Reviewed Publications	10/01/2012	10/05/2012	40	Technical	OVPRE, GS, ATR, OU Visayas State University
	Regional Tertiary Schools Press Conference	03/01/2012	03/03/2012	24	Technical	RTSPAA, Visayas State University
	Training-Worshop on Research Proposal making, Writing for Publication and Research Mentoring for Selected	12/05/2011	12/09/2011	40	Technical	Tacloban City
	Eastern Visayas Summit on Research, Development and Extension in Higher Educaion Institutions	11/17/2011	11/18/2011	16	Technical	VSU, LNU, CHED Leyte Normal University, Tacloban City
	Training on IEC Materials Production	10/18/2011	10/21/2011	32	Technical	ViCARP, Visayas State University
	Campus Journalism Workshop	10/17/2011	10/18/2011	16	Technical	DDC Greenleaves Visayas State University
	Non-Linear Video Production	10/04/2011	10/07/2011	32	Technical	PCARRD, ViCARP, Visayas State University - Isabel
	Training Workshop on Basic Photography	06/20/2011	06/21/2011	16	Technical	PLAN, Intl., DDC Leyte Park & Hotel Tacloban City

(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 24, 2019	CS FORM 212 (Revised 2017), Page 3 of 4
-----------	---	------	---------------	---



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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

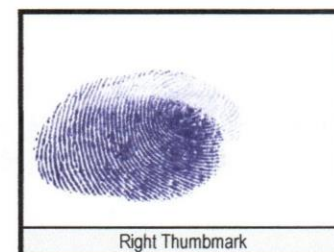
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. JOSE L. BACUSMO	VSU, VISCA, BAYBAY CITY, LEYTE	9173108076
DR. CHRISTINA A. GABRILLO	DDC, VSU, Baybay City, Leyte	9064966198
DR. EDGARDO E. TULIN	VSU, VISCA, BAYBAY CITY, LEYTE	9173108081
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: V000716
ID/License/Passport No.: ID
Date/Place of Issuance: June 2011/VSU BAYBAY, LEYTE

Signature (Sign inside the box)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 17 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath