



## CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to our office on or before \_\_\_\_\_ . Please submit the checked ☒ items.

### Type of Appointment:

☐ New Appointment    ☒ Renewal    ☐ Promotion    ☐ Others

Name of Appointee: KEVIN NICK S. BANDIBAS

Office/Unit/Department: DoPAC

### I. Government forms for completion:

#### REMARKS

#### DATE RECEIVED

- 1 ☒ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)  
Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (attach work experience sheet) in 2 copies
- 2 ☒ Position Description Form (PDF) in 2 copies  
Note: Must be signed by the head of office
- 3 ☒ Oath of Office in 2 copies  
Note: Signed by the Head of Agency
- 4 ☐ Certificate of Nepotism in 2 copies  
Only applicable to administrative position
- 5 ☒ Certificate of Assumption to Duty in 2 copies  
Note: Must be signed by the immediate supervisor or head of office
- 6 ☐ Statement of Assets & Liabilities (SALN) in 2 copies  
Note: Must be notarized and latest SALN


### II Additional documents for submission:

- 1 ☒ Approved recommendation
- 2 ☐ NBI Clearance
- 3 ☒ Medical Certificate (blood test, urinalysis, chest x-ray, drug test)
- 4 ☐ Clearance (for transferee)
- 5 ☐ Performance Rating (IPCR)  
☐ for promotion (2 rating periods)  
☐ for transferee (latest rating period)
- 6 ☐ Approved transfer (for transferee)
- 7 ☐ Certification of leave credit balance (for transferee)
- 8 ☐ Service Record (for transferee)
- 9 ☐ NEURO EXAM (for Sec. Guards & new hired only)
- 10 ☐ TOR and DIPLOMA with original or authenticated copy from school in 2 copies
- 11 ☐ CSC Eligibility- (2 copies of original or authenticated copy from CSC)
- 12 ☐ License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies
- 13 ☐ Marriage Certificate (if applicable)
- 14 ☐ Birth Certificate (PSA)
- 15 ☐ Phil. Health No.
- 16 ☐ TIN No.
- 17 ☐ PAG-IBIG ID No.
- 18 ☐ Application Letter (Vacant position)


**KEVIN NICK S. BANDIBAS**  
SIGNATURE

Verified by:

ODHRM Staff



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	BANDIBAS			
FIRST NAME	KEVIN NICK		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	SUAN			
3. DATE OF BIRTH (mm/dd/yyyy)	05/30/1991	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	MAASIN CITY, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input 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 <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.76	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A AMPARO Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province	
8. WEIGHT (kg)	89.0	ZIP CODE	6521	
9. BLOOD TYPE	A+	19. TELEPHONE NO.	N/A	
10. GSIS ID NO.	021155944667	20. MOBILE NO.	09280591100	
11. PAG-IBIG ID NO.	121152957868	21. E-MAIL ADDRESS (if any)	kevin.bandibas@vsu.edu.ph	
12. PHIHEALTH NO.	13-000116872-9			
13. SSS NO.	N/A			
14. TIN NO.	433-555-212			
15. AGENCY EMPLOYEE NO.	V00885			

### II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAZONA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	YHENA	NAME EXTENSION (JR., SR) N/A	KALEB YOSEF L. BANDIBAS	03/11/2020
MIDDLE NAME	PILAPIL		N/A	N/A
OCCUPATION	INSTRUCTOR I		N/A	N/A
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		N/A	N/A
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE		N/A	N/A
TELEPHONE NO.	09175552712		N/A	N/A
24. FATHER'S SURNAME	BANDIBAS		N/A	N/A
FIRST NAME	NICANOR	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	CABALES		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	SUAN		N/A	N/A
FIRST NAME	GEMMA		N/A	N/A
MIDDLE NAME	EWAY		(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	SAINT JOSEPH COLLEGE - MAASIN CITY	BASIC EDUCATION	1998	2004	N/A	2004	N/A
SECONDARY	SOUTHERN LEYTE STATE UNIVERSITY - TOMAS OPPUS	BASIC EDUCATION	2004	2008	N/A	2008	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2008	2012	N/A	2012	N/A
	UNIVERSITY OF SAN CARLOS - TALAMBAN						



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: June 2015 – present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Elizabeth S. Quevedo
- Name of Agency/Organization and Location: Visayas State University. VisCa, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Conducted lecture and laboratory classes for Chemistry subjects
  - Checked student outputs and computed grades
  - Assigned as Enrolment Focal Person of DoPAC
  - Assigned as Component Leader of River Systems Research of DoPAC
  - Assigned as Academic Adviser for BSChem Freshmen Batch 2019
  - Assigned as Adviser for VSU Chemical Society in 2019 to 2020.
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions, performs research functions, and performs other functions assigned by the Department Head, College Dean, Vice Presidents, and the University President.

- Duration: June 2013 – June, 2015
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn F. Jansalin
- Name of Agency/Organization and Location: Visayas State University, VisCa, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Conducted laboratory classes for Chemistry subjects
  - Checked student outputs and computed grades
- Summary of Actual Duties
  - Responsible for conducting Chemistry Laboratory classes assigned at DoPAC, checking of Class Outputs of students, computing their respective grades

  
 KEVIN NICK S. BANDIBAS

(Signature over Printed Name  
of Employee/Applicant)



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]



[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;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 (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	N/A	INTEGRATED CHEMISTS OF THE PHILIPPINES
		KAPISANANG KIMIKA NG PILIPINAS
		PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS
		NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES
		VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION



35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO

If YES, give details:

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:

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?

☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

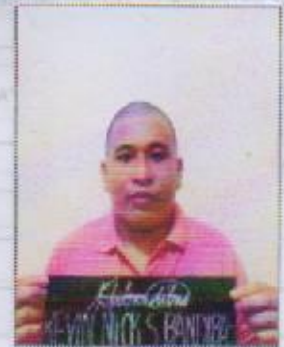
c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ELIZABETH S. QUEVEDO	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	N/A
FELIX M. SALAS	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	N/A
PATRICK JOHN Y. LIM	UNIVERSITY OF SAN CARLOS-TALAMBAN CAMPUS, CEBU	N/A



PHOTO

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: VSU ID

ID/License/Passport No.: V00885

Date/Place of Issuance: VISAYAS STATE UNIVERSITY

Signature (Sign inside the box)

DECEMBER 19, 2022

Date Accomplished



Right Thumbmark

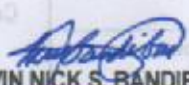
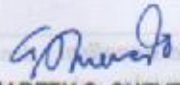
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath



Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1,		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>INSTRUCTOR I</b>	
2. ITEM NO.: VISCAB		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Department of Pure and Applied Chemistry		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
			ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DoPAC		Dean, College of Arts and Sciences	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, laptop, projector, calculator, Analytical Balance, Freeze Dryer, Digester, Instruments in Instrumentation Room			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	( x )	( )	General Public
Supervisors	( )	( )	Other Agencies
Non Supervisors	( x )	( x )	Others (Please specify:
Staff	( x )	( x )	Admin Offices
18. WORKING CONDITION			
Office Work	( x )	Other/s (Please Specify)	
Field Work	( )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research, and extension			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To conduct instruction, research, and extension			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Masteral degree	None required	None required	None required
21e. CORE COMPETENCIES			Competency Level
1. <b>Exemplifying Integrity and Professionalism</b> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. <b>Delivering Service Excellence</b> - Complies with VSU's established standards of service delivery for customer satisfaction 3. <b>Communication Savy</b> - Effectively delivers messages that simply focus on facts or information; 4. <b>Interpersonal relationship management</b> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. <b>Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2



5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		2
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
Provides support and technical services for Chemistry faculty and staff.		2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percent of Working Time	DUTIES	
90 %	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours	2
5 %	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5 %	3. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	2
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 <b>KEVIN NICK S. BANDIBAS</b> 12/19/2022 Employee's Name, Date and Signature		 <b>ELIZABETH S. QUEVEDO</b> 12/19/2022 Supervisor's Name, Date and Signature



REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

OATH OF OFFICE

I, Kevin Nick S. Bandibas of Department of Pure and Applied Chemistry, Visayas State University, Visca, Baybay City, Leyte having been appointed to the position of Instructor I hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

  
KEVIN NICK S. BANDIBAS

(Signature over Printed Name of the Appointee)

Government ID: VSU ID  
ID Number : V00885  
Date Issued : \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, Philippines.

EDGARDO E. TULIN  
(Signature over Printed Name  
of Person Administering the  
Oath)



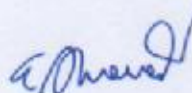
Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. KEVIN NICK S. BANDIBAS has assumed the duties and responsibilities as INSTRUCTOR I of DEPARTMENT OF PURE AND APPLIED CHEMISTRY effective January 1, 2023.

This certification is issued in connection with the issuance of the appointment of Mr. BANDIBAS as INSTRUCTOR I.

Done this 19th day of December in VisCa, Baybay City, Leyte.



**ELIZABETH S. QUEVEDO**  
Head of Office/Department/Unit

Date: December 19, 2022

Attested by:

HONEY SOFIA V. COLIS  
OIC, HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*