

Verified by:

ODHRM Staff



DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: Email:

Website: www.vsu.edu.ph

CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & . Please subr	gether your docum mit the checked	nents in order of the check items.	klist & submit to our	office on or before	
Type of Appointment:					
	Renewal	□ Promotion	□ Others		
I New Appointment 12	rtonoma				
Name of Appointee: KEVIN NICI Office/Unit/Department: DoPAC	K S. BANDIBAS				
l. Government forms for comple	etion:			REMARKS	DATE RECEIVED
Personal Data Sheet -PDS Note: If this PDS form in 4 pages with 2	is generated in ec 2 sheets (attach w	opy, it must be in the long ork experience sheet) in 2	size bond paper,	w corrects w	3
Note: Must be signed b	y the head of offic	e			
3 Oath of Office in 2 copies					
Note: Signed by the He					
4 Certificate of Nepotism in 2					
Only applicable to admir	nistrative position				
Certificate of Assumption to		pervisor or head of office			
6 Statement of Assets & Liabi					
Note: Must be notarized		oopioo			
Hoto: Made by Hotolage					
Il Additional documents for su	ıbmission:				
1 Approved recommendation					
2 NBI Clearance					
3 Medical Certificate (blood	test, urinalysis, o	hest x-ray, drug test)			
4 Clearance (for transferee)	2				
5 Performance Rating (IPCR					
for promotion (2 rating					
for transferee (latest ra					
6 Approved transfer (for trans		lanal			
7 Certification of leave credit 8 Service Record (for transfe		eree)			
8 Service Record (for transfe 9 NEURO EXAM (for Sec. G	uarde & new hirec	Lonky)			
10 TOR and DIPLOMA with or	idinal or authentic	ated copy from school in	2 copies		
11 CSC Eligibility- (2 copies of					
12 License authenticated from	PRC (for Security	Guards, Drivers, & etc.)	in 2 copies		
13. Marriage Certificate (if appl	icable)				
14 Birth Certificate (PSA)					
15 Phil, Health No.					
16. TIN No.					
17. PAG-IBIG ID No.					
18. Application Letter (Vacant p	position)				
				MAR	
			KE	VIN NICK'S, BANK	DIBAS
			1112	SIGNATURE	

CS Form No. 212 Revised 2052

PERSONAL DATA SHEET

WARNING: Any misrepresent concerned.								tive/criminal case	e/s against th	ne person
READ THE ATTACHED GUIDS Print legibly. Tick appropriate boxs	as () and use	OUT THE PER separate sheet	RSONAL DATA S if necessary, Indica	HEET (PDS) BEFORE ACCO de N/A if not applicable. DO NO	MPLISHING T ABBREVIAT	THE PDS FO	I CSIDN	0 10701000	(Do not fill up	p. For CSC use on
2. SURNAME	BANDIBAS					S. C. Street,				
FIRST NAME	KEVIN NICE							Lucia Composition	UR. SR) N/	/A
MIDDLE NAME	ILE PIN MON							NAME EXTENSION	(JR., SR) IN/	A
3. DATE OF BIRTH	JUAN									
(mm/dd/yyyy)		05/30/19	91	16. CITIZENSHIP		☑ Filip	pino [Dual Citizenshi	p	
4. PLACE OF BIRTH	MAASIN CITY, SOUTHERN LEYTE			If holder of dual citize	□ by birth Pls. indicate			by naturalization country:		
5. SEX	☐ Male		☐ Female	please indicate the d	fetalls.	Philippine	ıs			-
5 CIVIL STATUS	☐ Single	U TYP	☑ Married	17. RESIDENTIAL ADDRESS		N/A			ZONE VI	
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z. ricidriz (iii)	Townson.	1.76				BAYBAY City/Municipalit	y	LEYTE Province		
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12. PHILHEALTH NO.	AM	13-0001186	72-9	ZIP CODE		6601	BWI BWITH	DIAS		
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4. TIN NO.		433-555-2	12	20. MOBILE NO.	4	09280591100				
5. AGENCY EMPLOYEE NO.		V00885		21. E-MAIL ADDRESS (if any)		ke	evin.bano	dibas@vsu.ed	du.ph	177
I. FAMILY BACKGROUND		100	The Carlo				A STATE OF		100 TO	
2. SPOUSE'S SURNAME			LAZONA		23. NAME of C	HILDREN (Wri	te full name ar	nd list all)	DATE OF BIR	RTH (mmsidd/yyyy)
FIRST NAME			YHENA	NAME EXTENSION (JR., SR) N/A	KA	LEB YOS	EF L. BA	NDIBAS	03/11/2020 N/A	
MIDDLE NAME			PILAPIL			11 19	N/A			
OCCUPATION			INSTRUCTOR	HI TORY OF BE	N/A				N/A	
EMPLOYER/BUSINESS NAME		VISAY	AS STATE UNIV	ERSITY	RSITY		N/A			W/A
BUSINESS ADDRESS		VISCA	, BAYBAY CITY,	LEYTE			N/A		N/A	
TELEPHONE NO.			09175552712		N/A		N/A			
4. FATHER'S SURNAME		BANDIBAS	3		N/A		N/A			
FIRST NAME		NICANOR		NAME EXTENSION (JR., SR) N/A	ON (JR., SR) N/A N/A			N/A		
MIDDLE NAME		CABALES			N/A		N/A			
5. MOTHER'S MAIDEN NAME		-			N/A			77.00		
SURNAME			SHAN	SUAN N/A			N/A			
FIRST NAME			GEMMA N/A			N/A				
MIDDLE NAME								N/A		
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BASIC EDUCATION

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SOUTHERN LEYTE STATE UNIVERSITY - TOMAS

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BAR	SPECIAL LAWS	S/ CES/ CSEE // DRIVER'S LICENSE	(if Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT		NUMBER	V.	
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(mr	SIVE DATES n/dd/yyyy)	POSITION TI (Write in full/Do not			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	GRADE (# applicable)& GTEP (Formet 100-07/y INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From 01/01/2022	To 12/31/2022	INSTRUCT	OPI		AND APPLIED CHEMISTRY,	P 27.892.00	12-2	REGULAR -	Y
01/01/2021	12/31/2021	INSTRUCT	2.00	THE PARTY OF THE P	ATE UNIVERSITY E AND APPLIED CHEMISTRY,	P 26,336.00	12-2	TEMPORARY REGULAR -	Y
01/01/2020	12/31/2020	INSTRUCT	ORI	DEPARTMENT OF PUR	TATE UNIVERSITY E AND APPLIED CHEMISTRY, TATE UNIVERSITY	P 24,779.00	12-2	TEMPORARY REGULAR - TEMPORARY	Y
08/06/2015	31/12/2019	INSTRUCT	OR I	DEPARTMENT OF PURE AND APPLIED CHEMISTRY, VISAYAS STATE UNIVERSITY		P 22,938.00	12-1	REGULAR - TEMPORARY	Y
03/06/2013	06/06/2015	PART-TIME INST	TRUCTOR	DEPARTMENT OF PURE AND APPLIED CHEMISTRY, VISAYAS STATE UNIVERSITY		P 17,000.00	N/A	PART-TIME	Y
21/11/2012	29/03/2013	PART-TIME INST	TRUCTOR	SOUTHERN LEYT	E STATE UNIVERSITY	P.12,000.00	N/A	PART-TIME	Y
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	T INTERVENTIONS/TRAINING PROGRAMS in full)	ATTEN (mm/d	DATES OF DANCE Myyyy)	NUMBER OF HOURS	Type of LD [Managerial/ Supervisory/ Technicatero)	CONDUCTED/ SPONSORED BY (Write in full)		
1st CENTURY CHEMISTRY WEBINARS (2022 E TRUCTURE ELUCIDATION	DITION): NMR SPECTROSCOPY: BEYOND	93/25/2022	To 03/25/2022	4	WEBINAR	MEDICAL CONCEPT SOLUTIONS PHILS., INC.		
ASIC TRAINING ON LABORATORY INSTRUME		02/16/2021	02/17/2021	16	SEMINAR- TRAINING	INTEGRATED CHEMISTS OF THE PHILIPPINES		
CIENCEDIRECT ARTICLES AND JOURNALS: (ESEARCH		01/29/2021	01/29/2021	2	WEBINAR	ELSEVIER		
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CHO SEMINAR-WORKSHOP ON EDUCATIONA EACHERS	L TECHNOLOGIES FOR 21ST CENTURY	7/23/19	7/24/19	16	SEMINAR- WORKSHOP	COLLEGE OF ARTS AND SCIENCES, VISAYAS STATE UNIVERSITY		
IT GENERAL ASSEMBLY AND SYMPOSIUM O ID REGIONAL SYMPOSIUM OF THE PHILIPPIN		4/26/19	4/26/19	8	SEMINAR	INTEGRATED CHEMISTS OF THE PHILIPPINES-LEYTI CHAPTER; DEPARTMENT OF PURE AND APPLIED		
OLECULAR BIOLOGY - VISAYAS CHAPTER	IE SOCIETY OF SIOCHEMISTRY AND	2/21/2019	2/22/2019	16	RESEARCH	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY - VISAYAS CHAPTER;		
AACU 2ND BIENNIAL CONFERENCE AND GEN	10/16/18	10/18/18	24	RESEARCH	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES			
Hist ANNUAL CONVENTION OF THE NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES			02/12/2016	16.0	RESEARCH	NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES; UNIVERSITY OF SAN CARLOS		
TRATEGIC PLANNING WORKSHOP OF THE CO		25/08/2016	28/08/2016	16.0	WORKSHOP	VISAYAS STATE UNIVERSITY		
SERVICE TRAINING ON "FT-IR INSTRUMENTATION	I, MAINTENANCE AND TROUBLESHOOTING*	22/07/2016	22/07/2016	8.0	TECHNICAL	ITS Science (Philis) Inc.; PerkinElmer		
Ist PHILIPPINE CHEMISTRY CONGRESS - **CHI RADITIONAL BOUNDARIES	EXT.	13/04/2016	15/04/2016	24.0	RESEARCH	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES, INC.; KAPISANANG KIMIKA NG PILIPINAS (NATIONAL AND PANAY CHAPTER); INTEGRATED CHEMISTS OF THE PHILIPPINES-PANAY CHAPTER		
THO-ICP WATER QUALITY TESTING AND ANAL	YSIS SEMINAR-TRAINING	11/05/2015	15/05/2015	40.0	SEMINAR- TRAINING	WORLD HEALTH ORGANIZATION; INTEGRATED CHEMISTS OF THE PHILIPPINES; VISAYAS STATE-UNIVERSITY		
OND PHILIPPINE CHEMISTRY CONGRESS - "ASI	EAN CHEMISTRY IN RESONANCE*	15/04/2015	17/04/2015	24.0	RESEARCH	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES, INC.; INTEGRATED CHEMISTS OF THE PHILIPPINES		
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II. OTHER SEASON		WIND IN		Jan Bar				
III. SPECIAL SKILLS and HOBBIES		32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)			
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34	chief of bureau or office or to the person who has immed Bureau or Department where you will be appointed.	ting or recommending a flate supervision over yo	authority, or to the ou in the Office,	HOTHERS	Donastan
-	a. within the third degree?			☐ YES	☑ NO
	b. within the fourth degree (for Local Government Unit -	Career Employees)?		☐ YES	☑ NO
				If YES, give detail	
35	a. Have you ever been found guilty of any administrative	offense?		[] wee	T
				If YES, give detail	☑ NO ls:
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30.	Have you ever been convicted of any crime or violation of by any court or tribunal?	f any law, decree, ordin	ance or regulation	YES If YES, give details	☑ NO s:
-	Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	end of term, finished co	ontract or phased	YES If YES, give details	☑ NO s:
38.	a. Have you ever been a candidate in a national or local e Barangay election)?	lection held within the l	ast year (except	YES If YES, give detail	☑ NO
173	 b. Have you resigned from the government service during election to promote/actively campaign for a national or loc 	the three (3)-month pe al candidate?	riod before the last	☐ YES If YES, give detail	☑ NO
39.	Have you acquired the status of an immigrant or permane	nt resident of another o		YES If YES, give details	☑ NO
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972 Are you a member of any indigenous group?	agna Carta for Disabled 2), please answer the fo	Persons (RA llowing items:	ATTACK OF STREET	APPAGENTACIONE PAR DE PROPERTO DE MANTE LA PORTE DE LA
	and you a member of any mulgenous group?			YES If YES, please specify:	☑ NO
100	Are you a person with disability?			☐ YES If YES, please specify	☑ NO
art.	Are you a solo parent?			☐ YES If YES, please specify	₽ NO
11.	REFERENCES (Person not related by consanguinity or affinity to applican	nt /appointee)	1000001		CONTRACTOR OF THE OWNER, COMMISSION
	NAME				
	ELIZABETH S. QUEVEDO	VISAYAS STATE UNIVE	RSITY, BAYBAY CITY,	OTTO NIASTUSE	ASSAT
	FELIX M. SALAS	VISAYAS STATE UNIVE	E	0918 MADAYS	99
	PATRICK JOHN Y. LIM	UNIVERSITY OF SAN C	ARLOS-TALAMBAN	32 3×167N	
-	I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu- administrative/criminal case/s against me.	d this Personal Data 5 nent laws, rules and nentative to verify/validate	Sheet which is a transport of the February states	ue, correct and Republic of the	AVIA NOLS RADIO
Gai	vernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) EASE INDICATE ID Number and Date of Issuance		SPATES OF		
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Date	Place of Issuance: VISAYAS STATE UNIVERSITY	DE	CEMBER 19, 2022 Date Accomplished		Right Thumbmark
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WORK EXPERIENCE SHEET

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

- 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

(Signature over Printed Name of Employee/Applicant)

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 wi
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 wi
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 menta
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 the philippines.

EDGARDO E. TULIN

(Signature over Printed Name of Person Administering the Oath)

Republic of the Philippines VISAYAS STATE UNIVERSITY VISCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. <u>KEVIN NICK S. BANIDBAS</u> has assumed the duties and responsibilities as <u>Instructor I</u> of <u>Department of Pure and Applied Chemistry, VSU, Baybay City, Leyte</u> effective <u>January 1</u>, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Bandibas as Instructor I.

Done this 20th day of December 2022 in Visayas State University, Baybay City, Leyte.

ELIZABETH S. QUEVEDO Head, DoPAC

Date: January 1, 2023

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