



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:

- 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

REMARKS DATE RECEIVED

all documents

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

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.**

I. 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	ZIP CODE	6521
8. WEIGHT (kg)	89.0	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A AMPARO Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province 6601
9. BLOOD TYPE	A+	19. TELEPHONE NO.	N/A
10. GS/IS ID NO.	021155944667	20. MOBILE NO.	09280591100
11. PAG-IBIG ID NO.	121152957886	21. E-MAIL ADDRESS (if any)	kevin.bandibas@vsu.edu.ph
12. PHILHEALTH NO.	13-000118672-9		
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

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

RY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF 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 IV

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

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)

NAME	ADDRESS	TEL. NO.
ELIZABETH S. QUEVEDO	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0918 850 5158 N/A
FELIX M. SALAS	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0918 850 5158 N/A
PATRICK JOHN Y. LIM	UNIVERSITY OF SAN CARLOS-TALAMBAN CAMPUS, CEBU	32 321 6711 N/A

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



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)

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)

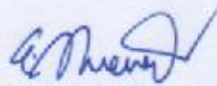
Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

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