

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	DONAYRE		
FIRST NAME	JERLYN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MAARAT		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1992	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: Please indicate country: ▼
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	75		
9. BLOOD TYPE	O	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	0926-308-1160
11. PAG-IBIG ID NO.	1212-5153-13-06	21. E-MAIL ADDRESS (if any)	jerlyndonayre@gmail.com
12. PHILHEALTH NO.	13-201231367-9		
13. SSS NO.	06-4301074-5		
14. TIN NO.	758-315-417		
15. AGENCY EMPLOYEE NO.	N/A		

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)	JENICA ROSE D. JABON	09/01/2012
MIDDLE NAME	N/A		FRANCHEZKA YLAINE D. JABON	01/15/2015
OCCUPATION	N/A		JERICO MATT D. JABON	05/01/2018
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DONAYRE			
FIRST NAME	CEDRIC	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ILAIDA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MAARAT			
FIRST NAME	LYDIA			
MIDDLE NAME	CONEJOS			

(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	BAYBAY NORTH 1 CENTRAL SCHOOL	Primary Education	2000	2005	GRADUATE D	2008	NON-SCHOLASTIC AWARD
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	Secondary Education	2005	2009	GRADUATE D	2012	N/A
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 Computer Science	2016	2023	124 Units	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 17 2024
-----------	---	------	-------------

[illegible]

(Continue on separate sheet if necessary)

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

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

MAY 17 2024

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 (Write in full)
		From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	Application of Virtual Reality to Agriculture, Land Use and Transportation Plans	06/22/2022	06/22/2022	8.0	Technical	Visayas State University
	Disaster Risk Reduction and Management Training for LGU-Baybay City	04/06/2022	04/06/2022	8.0	Technical	Visayas State University
	98th VSU Anniversary webinar "My Changing Body"	02/05/2022	02/05/2022	4.0	Technical	Visayas State University
	Virtual Data Privacy Act 2012 Awareness Seminar	07/04/2022	07/04/2022	8.0	Technical	Visayas State University
	Webinar on Menopause and Other Common Gynecologic Problems	3/31/2022	3/31/2022	4.0	Technical	Visayas State University
	Eastern Visayas Project Monitoring System	02/03/2022	02/03/2022	8.0	Technical	National Economic and Development Authority
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/31/2021	9/31/2021	8.0	Technical	Visayas State University
	97th VSU Funding Anniversary "The Biggest Loser: VSU Edition"	01/04/2021	01/04/2021	20.0	Technical	Visayas State University
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	05/03/2021	05/03/2021	2.5	Technical	VSU-College of Management and Economics
	Control your Records before They Control You: The Basics of Records Managemnt and Records Control	1/27/2021	1/27/2021	3.0	Technical	DOST-STII
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8.0	Technical	Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3.0	Technical	VSU- Human Resource Information System
	Information Security and Document Control	06/11/2020	06/11/2020	1.0	Technical	AGF
	Operational Planning Workshop and Reframing of the Strategic Plan	05/10/2020	07/10/2020	24.0	Technical	Visayas State University
	Workshop on The Assessment of Accomplishment and Target Settings of the Strategic Plan	9/30/2020	9/30/2020	8.0	Technical	Visayas State University
	Organizing your VSU Email for Stress-Free Productivity	11/20/2020	11/20/2020	1.5	Technical	VSU-Web Team
	Positive Provocations	12/11/2016	12/11/2016	8.0	Technical	Visayas State University
	Software Development	01/04/2009	09/06/2010	300.0	Technical	TESDA
	Information and Communication Technology	01/08/2008	09/05/2009	300.0	Technical	TESDA






(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)
	Language: Can speak English		2nd Runner-up in Singles Badminton Tournament		BASIC ECCLESIAL COMMUNITIES
	Computers Literacy: MS word, MS Excel and MS PowerPoint		Obtained 99% of National College Assessment Examination		
	Communication: Comfortable in writing and speaking				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 17 2024
-----------	---	------	-------------

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)																		
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Toni Marc L. Dargantes</td><td>Gaas Baybay City, Leyte</td><td>0917-634-1474</td></tr><tr><td>Dilberto O. Ferraren</td><td>Visayas State University</td><td>0917-634-1488</td></tr><tr><td>Daniel Leslie S. Tan</td><td>Visayas State University</td><td>0932-868-5396</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Toni Marc L. Dargantes	Gaas Baybay City, Leyte	0917-634-1474	Dilberto O. Ferraren	Visayas State University	0917-634-1488	Daniel Leslie S. Tan	Visayas State University	0932-868-5396				
NAME	ADDRESS	TEL. NO.																
Toni Marc L. Dargantes	Gaas Baybay City, Leyte	0917-634-1474																
Dilberto O. Ferraren	Visayas State University	0917-634-1488																
Daniel Leslie S. Tan	Visayas State University	0932-868-5396																
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																
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Voter's ID</td></tr><tr><td>ID/License/Passport No.:</td><td>3708-0062B-F2692JMD20000</td></tr><tr><td>Date/Place of Issuance:</td><td>Comission of Election</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Voter's ID	ID/License/Passport No.:	3708-0062B-F2692JMD20000	Date/Place of Issuance:	Comission of Election	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">5/17/2024</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		5/17/2024		Date Accomplished		 Right Thumbmark
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance																		
Government Issued ID:	Voter's ID																	
ID/License/Passport No.:	3708-0062B-F2692JMD20000																	
Date/Place of Issuance:	Comission of Election																	
																		
Signature (Sign inside the box)																		
5/17/2024																		
Date Accomplished																		
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																		
<table><tr><td colspan="2"> </td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table>					Person Administering Oath													
Person Administering Oath																		