

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 (☐) do 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	CASTAÑEROS		
FIRST NAME	JANMARK	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	POJADAS		
3. DATE OF BIRTH (mm/dd/yyyy)	03/02/1998	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A C.M. RECTO ST. House/Block/Lot No. Street POBLACION ZONE 18 GREGORIO LORETO SR. Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55		ZIP CODE
8. WEIGHT (kg)	57	18. PERMANENT ADDRESS	N/A C.M. RECTO ST. House/Block/Lot No. Street POBLACION ZONE 18 GREGORIO LORETO SR. Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	N/A		ZIP CODE
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1213-0610-9950		20. MOBILE NO.
12. PHILHEALTH NO.	13-202844990-2	21. E-MAIL ADDRESS (if any)	janmark.castaneros@vsu.edu.ph
13. SSS NO.	06-4460337-1		
14. TIN NO.	N/A		
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) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CASTAÑEROS			
FIRST NAME	JORGE	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	RESUSTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	POJADAS			
FIRST NAME	MA. FE			
MIDDLE NAME	LASACA		(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BAYBAY I CENTRAL SCHOOL	Primary Education	2004	2010	Graduated	2010	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	Secondary Education	2010	2014	Graduated	2014	With Honor
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	RICE MACHINERY OPERATIONS (RMO) NCII	04/25/2023	05/29/2023	Completed	2022	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING	2016	2022	Graduated	2022	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	December 9, 2024
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IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
					NUMBER	Date of Validity		
	Driver's License	N/A	01/30/2024	Baybay City, Leyte	H12-19-003170	02/03/2034		
(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.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/JOB/PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
	01/01/2024	Present	EECO Support Staff	Visayas State University		N/A	Job Order	N
	09/12/2022	12/21/2022	Customer Service Representative	Teleperformance	15,000.00	N/A	Job Order	N
	02/08/2016	08/02/2016	Graphic Artist	Triple-F Printing Press	10,000.00	N/A	Casual	N
rate sheet if necessary)								
SIGNATURE					DATE	December 09, 2023		

SIGNATURE		DATE	December 09, 2023
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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			
	Baybay Adventist Youth Organization	2019	Present	4.0	Associate Treasurer	
(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 (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	
		From	To			
	Farm Bio-Security	11/12/2024	11/13/2024	8	Virtual/Webinar	FarmTech Agricultural Learning Center
	Rice Machinery Operations (RMO) NCII	04/25/2023	05/29/2023	232	Technical	Technical Education and Skills Development Program
	Customer Service Representative	08/13/2022	09/13/2022	160	Products and Services	Teleperformance
	In-house Training on the Basics of the Solar PV Systems, Installations, and Maintenance	05/25/2022	05/27/2022	16	Technical	VSU - Renewable Research Center
	3rd PSABE-PPG Visayas Wide Conference "ABE Green Tech Optimization: Catalyst Towards a Su	02/08/2022	02/09/2022	8	Orientation	Central Philippine University
(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)	
	Graphic Design		Extra Skills-related Workshops (Photoshop)		N/A	
	Computer Literacy		Introduction to Computer System Servicing (CSS)		Technical Education and Skills Development Program	
	Data Entry		Customer Service Representative		N/A	
	Adaptability		Introduction to Organic Agriculture		Technical Education and Skills Development Program	
	Communication		Customer Service Representative		N/A	
	Hiking		N/A		N/A	
	Community Service		Outreach Program		Baybay Adventist Youth Organization	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		December 09, 2023

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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____ Date Filed: _____</div>																
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>																
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>																
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)																	
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Daniel Leslie S. Tan</td><td>Hinunangan Leyte</td><td>09328685396</td></tr><tr><td>Marlon M. Tambis</td><td>Baybay City</td><td>09397209796</td></tr><tr><td>Eldon P. De Padua</td><td>Baybay City</td><td>09159675079</td></tr></table>		NAME	ADDRESS	TEL. NO.	Daniel Leslie S. Tan	Hinunangan Leyte	09328685396	Marlon M. Tambis	Baybay City	09397209796	Eldon P. De Padua	Baybay City	09159675079				
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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.																	
<table><tr><td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Driver's License</td></tr><tr><td>ID/License/Passport No.:</td><td>H12-19-003170</td></tr><tr><td>Date/Place of Issuance:</td><td>01/30/2024/Baybay City</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:	Driver's License	ID/License/Passport No.:	H12-19-003170	Date/Place of Issuance:	01/30/2024/Baybay City	<table><tr><td colspan="2"><div>Signature (Sign inside the box)</div><div>December 09, 2024</div><div>Date Accomplished</div></td></tr><tr><td colspan="2">PHOTO</td></tr><tr><td colspan="2">Right Thumbmark</td></tr></table>	<div>Signature (Sign inside the box)</div> <div>December 09, 2024</div> <div>Date Accomplished</div>		PHOTO		Right Thumbmark	
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																	

Person Administering Oath