

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	POSAS		
FIRST NAME	JEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BANTACULO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/14/1974	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 CITY, 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	789 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.549	18. PERMANENT ADDRESS	789 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521 - A
8. WEIGHT (kg)	60		
9. BLOOD TYPE	O		
10. GSIS ID NO.	NA		
11. PAG-IBIG ID NO.	1212-0134-9962		
12. PHILHEALTH NO.	13-025125146-1		
13. SSS NO.	3381344097	19. TELEPHONE NO.	NA
14. TIN NO.	256-840-523	20. MOBILE NO.	09518515665
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	jen.posas@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	POSAS			
FIRST NAME	LEODEGARIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BAGARINAO			
25. MOTHER'S MAIDEN NAME	BANTACULO			
SURNAME	POSAS			
FIRST NAME	ROMANITA			
MIDDLE NAME	CORTES			

(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	San Agustin Elementary School	Grade 1-6	06/01/1980	03/01/1986	NA	1986	NA
SECONDARY	Bunga National High School	High School	06/01/1986	03/01/1990	NA	1990	NA
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Education Major in Crop Production	06/01/1991	10/18/1996	NA	1996	NA
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 22, 2025
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[illegible]

V. WORK EXPERIENCE

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

[illegible]

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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		
NA					

(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 OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Workshop on Participatory Assessment of the Gains, Challenges Opportunities in Piloting Effective Models of ISARD	10/19/2018	10/20/2018	16.0	Participant	Pedcris M. Orencio (SEARCA)
	Training Course on Research & Development (R&) Project Implementation Management	09/04/2018	09/07/2018	24.0	Participant	Rogelio V. Cuyno
	RD In-House Review	05/08/2023	05/12/2023	8.0	Facilitator	Maria Juliet C. Ceniza (OVPREI)
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and Cascading of Documents and Records Control Procedure Manuals and Guidelines	02/09/2023	02/09/2023	8.0	Participant	Aleli A. Villocino
	Harmonizing Facilities and Equipment used for Research	08/17/2023	08/17/2023	8.0	Participant	Maria Juliet C. Ceniza (OVPREI)
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Service Office (ASO)	02/23/2024	02/23/2024	16.0	Participant	Honey Sofia V. Colis
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16.0	Participant	Honey Sofia V. Colis
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8.0	Participant	Honey Sofia V. Colis
	Annual In-House Review	06/30/2025	07/04/2025		Rapporteur	Santiago T. Peña Jr.
	ISO 9001:2015 Awareness & Re-awareness Webinar	09/05/2025	09/05/2025	8.0	Participant	Aleli A. Villocino
	Orientation on the Roles and Responsibilities of Document and Records Controllers and Re-cascading of Document and Records	09/04/2025	09/04/2025	4.0	Participant	Aleli A. Villocino







(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 skills (Microsoft office, Excel)		NA		
	Typing				
	Lawn Tennis				
	Driving motorcycle				

(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Romel B. Armecin</td> <td>VSU, Visca Baybay City, Leyte</td> <td>9190973688</td> </tr> <tr> <td>Feliciano G. Sinon</td> <td>VSU, Visca Baybay City, Leyte</td> <td>9173253829</td> </tr> <tr> <td>Luz O. Moreno</td> <td>VSU, Visca Baybay City, Leyte</td> <td>9164239381</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Romel B. Armecin	VSU, Visca Baybay City, Leyte	9190973688	Feliciano G. Sinon	VSU, Visca Baybay City, Leyte	9173253829	Luz O. Moreno	VSU, Visca Baybay City, Leyte	9164239381
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <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>H12-13-001188</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>07/14/2021 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.:	H12-13-001188	Date/Place of Issuance:	07/14/2021 Baybay City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;">  Signature (Sign inside the box) September 22, 2025 Date Accomplished </td> <td style="text-align: center; height: 80px;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) September 22, 2025 Date Accomplished	 Right Thumbmark
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> Person Administering Oath </div>													