

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	ECLEO		
FIRST NAME	JESSAMINE		NAME EXTENSION (JR., SR.) JR.
MIDDLE NAME	CUEVAS		
3. DATE OF BIRTH (mm/dd/yyyy)	July 9, 1987	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	Ormoc District Hospital, Ormoc City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	House/Block/Lot No. Street Subdivision/Village Pangasugan Baybay Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Pangasugan Baybay Leyte City/Municipality Province 6521
8. WEIGHT (kg)	74		
9. BLOOD TYPE	"A"		
10. GSIS ID NO.	CRN-006-0177-9018-3		
11. PAG-IBIG ID NO.	121094609762	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-000104538-6	20. MOBILE NO.	09985550106
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	jessamine.ecleo@vsu.edu.ph
14. TIN NO.	282-117-644		
15. AGENCY EMPLOYEE NO.	V00735		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ECLEO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DANIEL	NAME EXTENSION JR.	DANIELLE SOPHIA C. ECLEO	May 20, 2010
MIDDLE NAME	TORITA		FRANCIS DANIEL C. ECLEO	November 3, 2013
OCCUPATION	Small Business Entrepreneur			
EMPLOYER/BUSINESS NAME	GECB WATER REFILLING STATIONS			
BUSINESS ADDRESS	A. Mabini St., & R. Magsaysay St., Baybay City			
TELEPHONE NO.	053-563-9980			
24. FATHER'S SURNAME	CUEVAS			
FIRST NAME	JOSE	NAME EXTENSION JR.		
MIDDLE NAME	FRANCISCO			
25. MOTHER'S MAIDEN NAME	BACASON			
SURNAME	CUEVAS			
FIRST NAME	SALOME			
MIDDLE NAME	CAMAROTE			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CONCEPCION ELEMENTARY SCHOOL	Graduate	1994	2000	N/A	2000	Valedictorian
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	Graduate	2000	2004	N/A	2004	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Computer Science	2004	2008	N/A	2008	
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY	Masters in Public Administration	2015	2017	N/A	2017	

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/19/22

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

9/19/22

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		
	People Managers Association of SUCs, Inc. (PMASUC, Inc.)	08/30/2022	08/30/2023		Member

(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			
	Seminar-Workshop on Procurement: Rationalizing the Process and Impact on SUC Administration	03/05/2019	03/07/2019	24	Technical	Philippine Association of State Universities and Colleges
	Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act of 9184	03/20/2019	03/22/2019	24	Technical	Government Procurement Policy Board & Visayas State University
	AGAP Convention-Seminar	10/17/2018	10/20/2018	32	Technical	Association of Government Accountants of the Phils., Inc.
	Target Setting Workshop	08/20/2018	08/21/2018	16	Technical	Visayas State University
	Seminar on Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Technical	SCCE Training Center
	Records Management Training	07/06/2017	07/07/2017	16	Technical	Visayas State University
	Seminar/Workshop on the Philippine Bidding Documents	06/28/2017	06/30/2017	24	Technical	Association of Government Internal Auditors, Inc.
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	Visayas State University
	Seminar-Workshop on 5S & Records Management	02/18/2017	02/18/2017	8	Technical	Visayas State University
	OVPAP Strategic Planning Workshop	02/15/2017	02/16/2017	16	Technical	Visayas State University
	Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	AJA Registrars, Inc.
	Procurement Planning Workshop	09/13/2016	09/13/2016	8	Technical	Visayas State University
	Seminar on Appraisal and Disposal on Government Properties	06/07/2016	06/09/2016	24	Technical	Commission on Audit - RO XI
	Workshop for AACUP Institutional Accreditation (2nd Round)	05/10/2016	05/12/2016	24	Technical	Visayas State University
	Training on R.A. 9184 or Government Procurement Reform Act (GPRA) w/ Updates on Agency Procurement Compliance & Performance Indicators (APCPI) and On-line Procurement Performance and Compliance Indicators System (OPPCIS)	04/11/2016	04/12/2016	16	Technical	Development Academy of the Philippines
	Training Workshop on the Use of the Agency Procurement Compliance and Performance Indicators	08/13/2015	08/14/2015	16	Technical	Government Procurement Policy Board - Technical Support Office
	Planning Workshop on the Preparation & Processing of Documents Relative to Procurement	05/27/2015	05/27/2015	4	Technical	Visayas State University
	VSU Web Development Workshop	01/19/2015	01/21/2015	24	Technical	Visayas State University
	UACS Application Course-Training Program	11/4/2014	11/6/2014	24	Technical	Department of Business Management / Visayas State University
	PhilGEPS Training for Buyers	09/03/2014	09/04/2014	16	Technical	eBlackBoards Sol'n's Inc.
	Full Length Training on RA 9184 and its Revised IRR	07/22/2013	07/24/2014	24	Technical	Government Procurement Policy Board / Department of Business Management
	Energy Efficiency and Conservation Seminar	03/13/2013	03/13/2013	8	Technical	Department of Energy
	Forum on Anti-Red Tape Law and CSC Policy on Cash Advances	09/24/2012	09/24/2012	8	Technical	Visayas State University

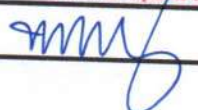
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PC Operation & Basic Troubleshooting	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE



DATE

9/19/22

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED							
	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				
	Seminar-Workshop on the Establishment of Records Center and Archival Systems	09/13/2022	09/15/2022	24	Technical		National Archives of the Philippines
	National Convention cum Seminar 2022	08/30/2022	09/01/2022	24	Technical		People Managers Association of SUCs, Inc. (PMASUC, Inc.)
	Workshop on the Formulation of SUC's Customized Procurement and IGP Manual for Region 8	08/18/2022	08/20/2022	24	Technical		Philippine Association of SUCs - Region 8
	Tactical and Strategic Approaches for the Procurement Management of SUCs	07/27/2022	07/29/2022	24	Technical		Philippine Association of SUCs
	PhilGEPS Online Training for Buyers	05/30/2022	05/31/2022	16	Technical		e-Blackboards Learning and Solutions Inc.
	Virtual Training on RA9184 and its Revised IRR	05/3/2022	05/7/2022	20	Technical		Government Procurement Policy Board - TSO
	Workshop on Revisiting the Strategic Plan of ODAS & GSO	03/16/2022	03/17/2022	16	Technical		Visayas State University
	FY 2021 Procurement Forum	01/20/2022	01/20/2022	8	Technical		Government Procurement Policy Board - TSO



34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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?

☐ YES ☒ NO
If YES, give details:

- b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO
If YES, give details:

- 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:

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

- a. Are you a member of any indigenous group?

☐ YES ☒ NO
If YES, please specify:

- b. Are you a person with disability?

☐ YES ☒ NO
If YES, please specify ID No:

- c. Are you a solo parent?

☐ YES ☒ NO
If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. DILBERTO O. FERRAREN	OVPPRGAS, VSU, Visca, Baybay City, Leyte	053 565 0600 local 1004
ATTY. RYSAN C. GUINOCOR	ODAS, VSU, Visca, Baybay City, Leyte	053 565 0600 local 1072
MS. HONEY SOFIA V. COLIS	ODHRM, VSU, Visca, Baybay City, Leyte	053 565 0600 local 1080



PHOTO

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: GSIS Umid Card

ID/License/Passport No.: CRN-006-0177-9018-3

Date/Place of Issuance:

Signature (Sign inside the box)

7/19/22

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath