

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		Banzon	
FIRST NAME		Joan Rosemarie	
MIDDLE NAME		Aberca	
3. DATE OF BIRTH (mm/dd/yyyy)	11/10/1984		
4. PLACE OF BIRTH	Baybay, Leyte		
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:		
7. HEIGHT (m)	1.63		
8. WEIGHT (kg)	58.00		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V00570		
16. CITIZENSHIP		If holder of dual citizenship, please indicate the details.	
☒ Filipino ☐ Dual Citizenship		☐ by birth ☐ by naturalization	
		Pls. indicate country:	
17. RESIDENTIAL ADDRESS		Philippines	
House/Block/Lot No.		Street	
Purok 3		Cagbuhangin	
Subdivision/Village		Barangay	
ORMOC CITY		LEYTE	
City/Municipality		Province	
ZIP CODE		6541	
18. PERMANENT ADDRESS			
House/Block/Lot No.		Street	
Subdivision/Village		Barangay	
City/Municipality		Province	
ZIP CODE			
19. TELEPHONE NO.		(1	
20. MOBILE NO.		916-715-9780	
21. E-MAIL ADDRESS (if any)		jbanzon@vau.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Banzon		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jun Carlo	NAME EXTENSION (JR., SR)	Crystal Raven A. Banzon	07/09/2007
MIDDLE NAME	Pelayo		Carlos Santino A. Banzon	09/04/2011
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	Ormoc City LGU			
BUSINESS ADDRESS	Ormoc City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Aberca			
FIRST NAME	Renato	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Betonio			
25. MOTHER'S MAIDEN NAME	Josephine Kathleen Zapanta Virly			
SURNAME	Aberca			
FIRST NAME	Josephine Kathleen			
MIDDLE NAME	Virly			

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Franciscan College of Immaculate Conception	Elementary	1991 1997		1997	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1997 2001		2001	N/A
VOCATIONAL/ TRADE COURSE	N/A					
COLLEGE	AMA Computer College	Bachelor of Science in Information Technology	2001 2005		2005	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2017 2024		2024	CHED

(Continue on separate sheet if necessary)

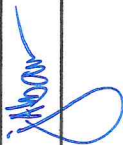
SIGNATURE	DATE	10/31/2024
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/ CES/CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Career Service Professional	80.49	10/17/2010	Tacloban City, Leyte	N/A	N/A

(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 00-00-Y INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)	
	From	To							
	01/01/2024	PRESENT	School Credits Evaluator	Visayas State University	28,512.00	11-1	Permanent	Y	
	01/03/2023	12/31/2023	School Credits Evaluator	Visayas State University	27,000.00	11-1	Permanent	Y	
	01/01/2023	12/31/2023	Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y	
	08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y	
	08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y	
	01/01/2021		Administrative Aide IV	Visayas State University	14,400.00	4-1	Permanent	Y	
	01/01/2020		Administrative Aide IV	Visayas State University	13,807.00	4-1	Permanent	Y	
	01/01/2019	12/31/2019	Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y	
	01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y	
	01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	4-1	Permanent	Y	
	03/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y	
	01/01/2016	02/29/2016	Administrative Aide III	Visayas State University	10,985.00	3-2	Permanent	Y	
	03/01/2015	12/31/2015	Administrative Aide III	Visayas State University	10,505.00	-	Permanent	Y	
	06/01/2012	02/28/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y	
	03/01/2012	05/31/2012	Administrative Aide III		9,628.00	-	Permanent	Y	
	01/01/2011	02/28/2012	Administrative Aide VI		41.90	-	Permanent	Y	
	01/01/2010	12/31/2010	Administrative Aide VI		460.59	-	Casual	Y	
	07/01/2008	12/31/2009	Administrative Aide VI		418.36	-	Casual	Y	
	07/01/2007	06/30/2008	Administrative Aide VI		380.32	-	Casual	Y	
	01/01/2007	06/30/2007	Administrative Aide VI		345.73	-	Casual	Y	
	08/16/2006	12/31/2006	Administrative Aide VI		345.73	-	Casual	Y	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	10/31/2024

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
		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 Chiefs/requirement 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			
	ISO Awareness & Re-Awareness Seminar	09/09/2024	09/09/2024	4	Instruction	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Attaining Work-Life Balance and Productivity	07/09/2024	07/12/2024	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	08/15/2023	08/17/2023	24	Technical	National Archives of the Philippines (NAP)
	Mental Health Awareness	04/25/2023	04/25/2023	3	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Orientation and Re-Orientations of dJRC's and adJRC's and Cascading of Documents and Records Control Procedural Manuals (PM) and Guidelines (GL)	02/09/2023	02/09/2023	4	Instruction	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Re-Orientations on the Documentary Requirements for Financial and Administrative Transactions	12/06/2022	12/06/2022	4	Instruction	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Re-orientation on the Guidelines in Filing Up of the SALN	11/28/2022	11/28/2022	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Training-Workshop on Root Cause Analysis	11/17/2022	11/17/2022	8	Technical	Office of the Director for Quality Assurance, Visayas State University
	Provincial Data Appreciation Seminar on Selected Official Statistics and Awareness on Civil Registration, and Philippine Identification System	10/18/2022	10/18/2022	4	Instruction	Philippine Statistics Authority
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Technical	National Archives of the Philippines
	Orientation / Re-orientation of Duties and Responsibilities of dJRCs and AdJRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Instruction	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	08/31/2022	08/31/2022	3	Instruction	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	8	Instruction	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	06/28/2022	06/28/2022	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Awareness Webinar on Data Privacy Act of 2012	04/07/2022	04/07/2022	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Re-Orientations Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Data Sheet	02/22/2022	02/22/2022	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *

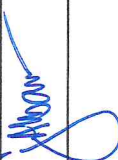
PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

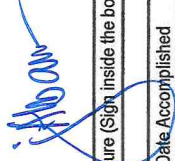
31.	SPECIAL SKILLS AND HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/31/2024
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Attachment A.1

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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: Are you a member of any indigenous group? Are you a person with disability? 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: _____	
11. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)		
NAME	ADDRESS	TEL. NO.
RAYMUND I. IGCASAMA	VSU, Baybay City, Leyte	565-0600 local 1067
PACIENCIA P. MILAN	VSU, Baybay City, Leyte	09484992730
MA. CLEOFE VELOSO	RTC, Baybay City, Leyte	335-4250
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		  Right Thumbmark
Government issued ID: VSU ID		
ID/License/Passport No.: V000570		
Date/Place of Issuance: November 12, 2012VSU Baybay City, Leyte		
SIGNATURE:  Signature (Sign inside the box) Date Accomplished		
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		