

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		NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABERCA			
3. DATE OF BIRTH (mm/dd/yyyy)	11/10/1984	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:	
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		
7. HEIGHT (m)	1.63 m	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	58 kg		PUROK 3 CAGBUHANGIN	
9. BLOOD TYPE	O+		Subdivision/Village Barangay	
10. GSIS ID NO.	84111000076		ORMOC CITY LEYTE	
11. PAG-IBIG ID NO.	1700-0030-1404	18. PERMANENT ADDRESS	City/Municipality Province	
12. PHILHEALTH NO.	13-000073896-5		ZIP CODE	6541
13. SSS NO.	N/A		19. TELEPHONE NO.	N/A
14. TIN NO.	943-258-060		20. MOBILE NO.	09167159780
15. AGENCY EMPLOYEE NO.	V00570	21. E-MAIL ADDRESS (if any)	jbazon@vsu.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	7/9/2007
MIDDLE NAME	PELAYO		CARLOS SANTINO A. BANZON	9/4/2011
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	ORMOC CITY LGU			
BUSINESS ADDRESS	ORMOC CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ABERCA			
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BETONIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VIRLY			
FIRST NAME	JOSEPHINE KATHLEEN			
MIDDLE NAME	ZAPANTA			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ELEMENTARY	1991	1997	N/A	1997	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	SECONDARY	1997	2001	N/A	2001	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	AMA COMPUTER COLLEGE	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2001	2005	N/A	2005	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	2017	present	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 19, 2022
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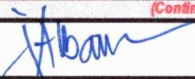
IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE PROFESSIONAL	80.5	October 17, 2010/ January 26, 2011	EVSU Tacloban City / LNU Tacloban City		

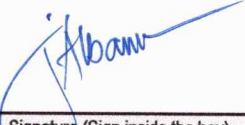
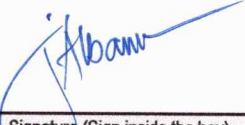




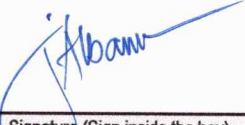


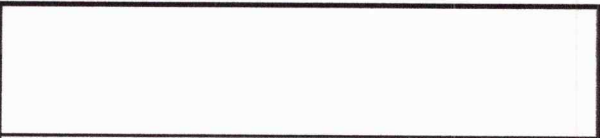
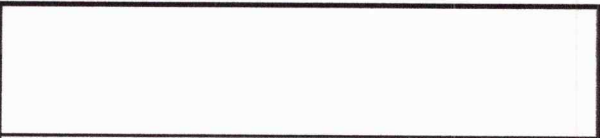
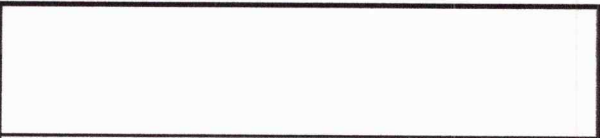
(Continue on separate sheet if necessary)

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") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
08/01/2021	PRESENT	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	16,200	06-1	Permanent	Y
01/01/2020	7/31/2021	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	13,807	04-2	Permanent	Y
01/01/2019	12/31/2019	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	13,214	04-2	Permanent	Y
01/01/2018	12/31/2018	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,674	04-2	Permanent	Y
01/01/2017	12/31/2017	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,155	04-1	Permanent	Y
03/01/2016	12/31/2016	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	11,658	04-1	Permanent	Y
01/01/2016	2/29/2016	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	10,985	04-1	Permanent	Y
03/01/2015	12/31/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,505	03-2	Permanent	Y
06/01/2012	02/28/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,401	03-1	Permanent	Y
03/01/2012	05/31/2012	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	9,628	03-1	Permanent	Y
01/01/2012	02/28/2012	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	11,062		Casual	Y
01/01/2011	12/31/2010	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,133		Casual	Y
07/01/2008	12/31/2009	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	9,204		Casual	Y
07/01/2007	06/30/2008	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	8,367		Casual	Y
08/16/2006	06/30/2007	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	7,606		Casual	Y
11/16/2005	08/15/2006	ADMINISTRATIVE AIDE	VISAYAS STATE UNIVERSITY	4,000		Job Order	Y
09/01/2005	11/15/2005	ASSISTANT MANAGER	AQUA SERV REFILLING STATION	3,000	N/A	N/A	N
07/01/2005	09/30/2005	TRAINEE	GLOBELINES TELECOM	N/A	N/A	N/A	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 19, 2022
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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			
	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 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			
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	02/03/22	02/03/22	8.0		Visayas State University
	Panel Discussion on Voter Education and Mental Health "Let's Vote for Mental Health!"	10/08/21	10/08/21	4.0		Philippine Mental Health Association Inc.
	Heart2Speak Lite: A Strengths-Based Approach on Dealing with Challenges in Life and at Work	09/21/21	09/21/21	4.0		Visayas State University
	Exercises for Obesity Prevention and Reduction	09/17/21	09/17/21	3.0		Visayas State University
	Dietary Approaches to Combat Obesity	09/15/21	09/15/21	3.0		Visayas State University
	1st General Assembly of Region VIII CHED Scholarships for Graduate Studies-Local Scholars' Association (R8 CHED SGS-LSA)	09/01/21	09/01/21	2.0		Commission on Higher Education Region VIII
	Records Management Including HR Records	07/14/2021	07/16/2021	24.0	Management	Personnel Officers Association of the Philippines, Inc.
	Workplace Webinar 3 - Mental Health: Myths and Facts	06/27/2021	06/27/2021	3.0		Department of Business and Management, Visayas State University
	Personal Equity and Retirement Account	6/16/2021	6/16/2021	3.0		Economic and Financial Learning Office, Bangko Sentral ng Pilipinas
	Personal Financial Management	6/15/2021	6/15/2021	3.0	Management	Economic and Financial Learning Office, Bangko Sentral ng Pilipinas
	Coronavirus vaccine: Are you willing to take the shot?	2/23/2021	2/23/2021	2.0		Department of Biotechnology and University Services for Health, Emergency and Rescue, Visayas State University
	Is COVID Vaccine Right For You?	2/23/2021	2/23/2021	1.5		University of the Philippines Los Baños
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	3/5/2021	3/5/2021	2.5		College of Management and Economics, Visayas State University
	Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	24.0	Management	Civil Service Commission
	ISO 9001:2015 Awareness and Re-awareness Webinar	11/27/2020	11/27/2020	4.0	Clerical	Office of the President Visayas State University
	HRMIS Webinar on Document Tracking System	11/13/2020	11/13/2020	3.0	Clerical	Office of the VP for Administration and Finance Visayas State University
	Strategic Marketing for Inclusive and Sustainable Agribusiness	03/25/2018	03/25/2018	4.0	Management	Department of Business and Management, Visayas State University
	Creating, Managing, and Distributing Wealth: Leading the Innovation Challenge	02/16/2018	02/17/2018	16.0	Management	SBE - International Conference on Business and Economy
	Strengthening the Management Practices of Barangay Hipusngo Farmer's and Fisherfolks Association (BAHIFFA)	10/08/2017	10/08/2017	4.0	Management	Department of Business and Management, Visayas State University
	Scholarships for Graduate Studies (SGS)-Higher Education Institution Information Session	02/24/2017	02/24/2017	8.0	Clerical	Commission on Higher Education Region VIII
	Re-orientation of Department Office Secretaries	11/15/2016	11/15/2016	4.0	Clerical	Visayas State University
	Orientation-Workshop on AY 2016-2017 HEMIS Data Collection using the CHED Electronic Collection and Knowledge (CHECK) System	09/09/2016	09/09/2016	4.0	Technical	Commission on Higher Education Region VIII
	Orientation on AY 2013-2014 CHED HEMIS Data Collection and Knowledge Systems (CHECK System)	07/25/2013	07/25/2013	8.0	Technical	Commission on Higher Education Region VIII
(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)	
	MS OFFICE - WORD, EXCEL, POWERPOINT		N/A		N/A	
	COOKING and BAKING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	May 19, 2022	

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>EDGARDO E. TULIN</td><td>VSU, Baybay City, Leyte</td><td>563-7067</td></tr><tr><td>PACIENCIA P. MILAN</td><td>VSU, Baybay City, Leyte</td><td>09484992730</td></tr><tr><td>MA. CLEOFE VELOSO</td><td>RTC, Baybay City, Leyte</td><td>335-4250</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	EDGARDO E. TULIN	VSU, Baybay City, Leyte	563-7067	PACIENCIA P. MILAN	VSU, Baybay City, Leyte	09484992730	MA. CLEOFE VELOSO	RTC, Baybay City, Leyte	335-4250					
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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.																			
<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>VSU ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V000570</td></tr><tr><td>Date/Place of Issuance:</td><td>January 2, 2010 VSU Baybay City, Leyte</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:	VSU ID	ID/License/Passport No.:	V000570	Date/Place of Issuance:	January 2, 2010 VSU Baybay City, Leyte	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		Date Accomplished		<table><tr><td></td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																			
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