

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	Donayre		
FIRST NAME	Jerlyn	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Maarat		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1992	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 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	Area 5 House/Block/Lot No. Street Zone 1 Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	80		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Area 5 House/Block/Lot No. Street Zone 1 Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-5153-13-06		
12. PHILHEALTH NO.	13-201231367-9	19. TELEPHONE NO.	N/A
13. SSS NO.	06-4301074-5	20. MOBILE NO.	9263081160
14. TIN NO.	758-315-417	21. E-MAIL ADDRESS (if any)	jerlyn.donayre@vsu.edu.ph
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)	Jenica Rose D. Jabon	09/01/2012
MIDDLE NAME	N/A		Franchezka Ylaine D. Jabon	01/15/2015
OCCUPATION	N/A		Jerricho Matt D. Jabon	05/01/2018
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Donayre			
FIRST NAME	Cedric	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ilaida			
25. MOTHER'S MAIDEN NAME				
SURNAME	Maarat			
FIRST NAME	Lydia			
MIDDLE NAME	Conejos		(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	Baybay North I Central School	Primary Education	2000	2005	Graduate	2005	N/A
SECONDARY	Baybay National High School	Secondary Education	2005	2009	Graduate	2009	N/A
VOCATIONAL / TRADE COURSE	Baybay National High School	Information & Communication Technology	2008	2009	Graduate	2009	N/A
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2000	2003	2nd Year	N/A	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

DATE

October 4, 2024


[illegible]




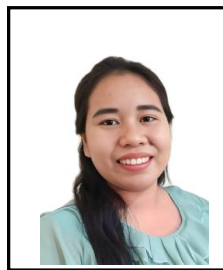

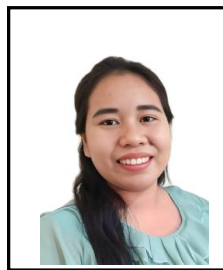

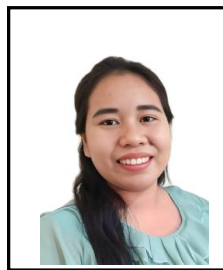

V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	04/10/2024
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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			
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	Strategic Planning Training Workshop	07/22/2024	07/26/2024	40.0	Technical	Visayas State University
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/19/2024	8.0	Technical	Visayas State University
	Gender Sensitivity Training	04/12/2024	04/12/2024	8.0	Technical	Visayas State University
	Wellness Seminar	04/02/2024	04/02/2024	8.0	Technical	Visayas State University
	Women Inspiring Women Forum	03/20/2024	03/20/2024	8.0	Technical	Visayas State University
	Financial Transaction Forum	03/20/2024	03/20/2024	8.0	Technical	Visayas State University
	ISO 9001:2015 Awareness/Re-Awarenes Webinar	08/29/2023	08/29/2023	4.0	Technical	Visayas State University
	Mental Health Awareness	4/25/2023	4/25/2023	8.0	Technical	Visayas State University
	Application of Virtual Reality to Agriculture, Land use and Transportation plans	06/22/2022	06/22/2022	8.0	Technical	Visayas State University
	Disaster Risk Reduction and Management Training for LGU-Baybay City	04/06/2022	04/06/2022	8.0	Technical	Visayas State University
	98th VSU Anniversary Webinar " My Changing Body"	02/05/2022	0704/2022	4.0	Technical	Visayas State University
	Virtual Data Privacy Act 2012 Awareness Seminar	07/04/2022	07/04/2022	8.0	Technical	Visayas State University
	Webinar on Menopause and other Common Gynecologic Problems	03/31/2022	03/31/2022	4.0	Technical	Visayas State University
	Eastern Visayas Project Monitoring System	02/03/2021	02/03/2021	8.0	Technical	National Economic and Development Authority
	Re-orientation of Employees Duties and Responsibilities and Good Cutomer Service	09/31/2021	09/31/2021	8.0	Technical	Visayas State University
	97th VSU Funding Anniversary " The Biggest Losser: VSU Edition"	01/04/2021	01/20/201	20.0	Technical	Visayas State University
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIS	05/03/2021	05/03/2021	2.5	Technical	Visayas State University
	Control your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	3.0	Technical	DOST-STII
	ISO 9001:2015 Awareness/Re-Awarenes Webinar	11/27/2020	11/27/2020	8.0	Technical	Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3.0	Technical	Visayas State University
	Information Security and Document Control	11/06/2020	11/06/2020	1.0	Technical	AGF
	Operational Planning Workshop and Reframing of the Strategic Plan	10/05/2020	10/07/2020	24.0	Technical	Visayas State University
	Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	9/30/2020	9/30/2020	8.0	Technical	Visayas State University
	Organizing Your VSU Email for Stress-free Productivity	11/20/2020	11/20/2020	1.5	Technical	Visayas State University
	Positive Provocations	12/11/2016	12/11/2016	8.0	Technical	Visayas State University
	Software Development	01/04/2009	09/06/2010	300.0	Technical	TESDA
(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)	
	Intermediate Programming	N/A			Basic Ecclesial Communities	
	Microsoft Office (Word, Excel, Powerpoint)					
	Google Workspace (Docs, Sheets, Calendar, Drive)					
	Troubleshooting and Tech Support					
	Multitasking under pressure					
	Problem Solving					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	04/10/2024	

<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> <hr/> <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 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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Glenn G. Pajares</td> <td style="text-align: center;">Office of the Vice President for Planning and Development</td> <td style="text-align: center;">1004</td> </tr> <tr> <td style="text-align: center;">Aleli A. Villocino</td> <td style="text-align: center;">Office of the Vice president for Student Affairs and Services</td> <td style="text-align: center;">1064</td> </tr> <tr> <td style="text-align: center;">Pamela</td> <td style="text-align: center;">Quality Assurance Center</td> <td style="text-align: center;">1076</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Glenn G. Pajares	Office of the Vice President for Planning and Development	1004	Aleli A. Villocino	Office of the Vice president for Student Affairs and Services	1064	Pamela	Quality Assurance Center	1076		
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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>															
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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;"></div> <div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto; text-align: center;"> Person Administering Oath </div>															