

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. N/A

I. PERSONAL INFORMATION

2. SURNAME	POSAS		
FIRST NAME	JIMBO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SORIA		
3. DATE OF BIRTH (mm/dd/yyyy)	7/21/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte, Philippines	If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.8 m	ZIP CODE	6521
8. WEIGHT (kg)	75kg	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
9. BLOOD TYPE	O*	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	None
11. PAG-IBIG ID NO.	1211-4586-9210	20. MOBILE NOs.	Smart: 09199807740
12. PHILHEALTH NO.	13-050171858-1	21. E-MAIL ADDRESS (if any)	posasjimbo@vsu.edu.ph
13. SSS NO.	06-3692946-1		
14. TIN NO.	478-087-209		
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)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Posas		N/A	N/A
FIRST NAME	Pelagio	Jr.	N/A	N/A
MIDDLE NAME	Paloma		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Soria		N/A	N/A
FIRST NAME	Socorro		N/A	N/A
MIDDLE NAME	Nayre		(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	Marcos Primary School	Primary Education	2000	2004	Graduated	2007	2nd Honorable Mention
	San Agustin Elementary School		2005	2007			
SECONDARY	Bunga National High School	High School	2007	2011	Graduated	2011	N/A
VOCATIONAL/TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2011	2015	Graduated	2015	N/A
GRADUATE STUDIES	Visayas State University	Master of Management major in Agribusiness Management	2016	2019	Graduated	2019	N/A

(Continue on separate sheet if necessary)

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V. WORK EXPERIENCE

28.	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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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		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
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 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			
Human Resource Information System (HRIS) Software Onboarding	12/6/2023	12/6/2023	8 hrs	Technical	Visayas State University-Main Campus
Unlocking Excellence: The 5S Revolution for Clerks & Heads at VSU	11/29/2023	11/29/2023	8 hrs	Technical	Visayas State University-Main Campus
ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8 hrs	Technical	Visayas State University-Main Campus
"Layo na, pero layo pa: Conversation on Creating a Gender-Equal and Socially-Inclusive University"	3/8/2023	3/8/2023	8 hrs	Technical	Gender Resource Center, Visayas State University-Main Campus
Orientation/Re-orientation of Duties and Responsibilities of dDRc & AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	9/7/2022	9/7/2022	8 hrs	Technical	Visayas State University-Main Campus
ISO 9001:2015 Awareness/Re-awareness Seminar	8/30/2022	8/31/2022	16 hrs	Technical	Visayas State University-Main Campus
Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/21/2022	16 hrs	Technical	Visayas State University-Main Campus
Virtual Data Privacy Act of 2012 Awareness Seminar	4/07/2022	4/07/2022	8 hrs	Technical	Visayas State University-Main Campus
Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	6/28/2022	6/28/2022	8 hrs	Technical	Office of the Director for Human Resource Management, Visayas State University-Main Campus
Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8 hrs	Technical	Office of the Director for Human Resource Management, Visayas State University-Main Campus
Economic and Financial Learning Program (EFLP) - Personal Equity and Retirement Account (PERA)	6/16/2021	6/16/2021	4 hrs	Technical	Bangko Sentral ng Pilipinas
2021 Freedom of Information Transparency Legacy Digital Lecture Series Series 2-Legal Lens: Legal Foundations of Freedom of Information	6/9/2021	6/9/2021	8 hrs	Technical	FOI Transparency Training Team, Freedom of Information-Project Management Office
Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	3/5/2021	3/5/2021	1.5 hrs	Technical	College of Management and Economics, Visayas State University-Main Campus
Control Your Records before They Control You: The Basics of Records Management and Records Control	1/27/2021	1/27/2021	8 hrs	Technical	Department of Science and Technology, Science and Technology Information Institute (DOST-STII)
ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8 hrs	Technical	Visayas State University-Main Campus
Cyber Security Training	12/18/2019	12/19/2019	16 hrs	Technical	Human Resource Management Information System (HRMIS), Visayas State University- Main
Workshop in Preparation for Level I AACUP Accreditation	10/5/2017	10/6/2017	16 hrs	Technical	Visayas State University-Main Campus
Seminar on Marketing Management	3/19/2017	3/19/2017	8 hrs	Managerial	College of Management and Economics, Visayas State University-Main Campus
Project IPaD's Knowledge Sharing and Learning activity entitled, "Why AgRiCOOLture"	8/18/2016	8/18/2016	4 hrs	Technical	Philippine Rice Research Institute (PhilRice)
2015 Census of Population 4th Level Training	7/20/2015	7/25/2015	48 hrs	Technical	Philippine Statistics Authority
Business Planning Workshop	5/29/2015	5/29/2015	8 hrs	Technical	Food and Agriculture Organization and Visayas State University-Main Campus

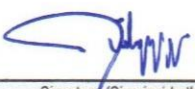
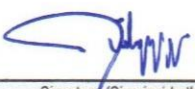
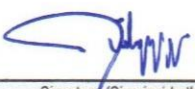
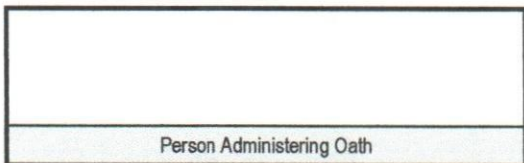
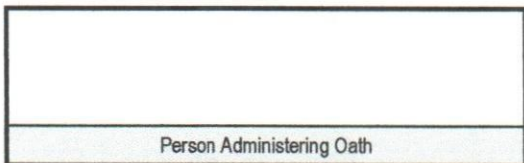
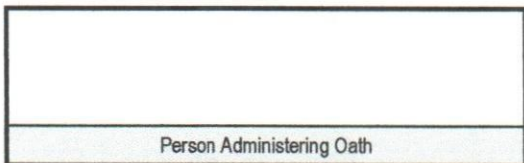
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Advanced computer skills, Clerical skills	N/A	Visayas State University Alumni Association
Effective & efficient records management skills	N/A	N/A
Effective time management skills	N/A	N/A
Competent with strong work ethic	N/A	N/A

(Continue on separate sheet if necessary)

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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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. 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: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO./Mobile</th></tr></thead><tbody><tr><td>Dr. Analita A. Salabao</td><td>VSU, Baybay City, Leyte</td><td>9235191103</td></tr><tr><td>Prof. Argina M. Pomida</td><td>VSU, Baybay City, Leyte</td><td>9777713855</td></tr><tr><td>Ms. Maria Roberta S. Mirafflor</td><td>VSU, Baybay City, Leyte</td><td>9176341528</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO./Mobile	Dr. Analita A. Salabao	VSU, Baybay City, Leyte	9235191103	Prof. Argina M. Pomida	VSU, Baybay City, Leyte	9777713855	Ms. Maria Roberta S. Mirafflor	VSU, Baybay City, Leyte	9176341528
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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>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: <u>Driver's License</u></td></tr><tr><td>ID/License/Passport No.: <u>H12-16-002554</u></td></tr><tr><td>Date/Place of Issuance: <u>LTO-Baybay District Office</u></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: <u>Driver's License</u>	ID/License/Passport No.: <u>H12-16-002554</u>	Date/Place of Issuance: <u>LTO-Baybay District Office</u>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><u>1/2/2024</u></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<u>1/2/2024</u>	Date Accomplished				
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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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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Duration: 1 August 2019–present
Position: Data Entry Machine Operator II
Name of Office/Unit: Records and Archives Office (RAO)
Immediate Supervisor: Maria Roberta S. Mirafior, Head RAO
Name of Agency/Organization and Location: Visayas State University (VSU)-Main Campus, Baybay City, Leyte

- List of Accomplishments and Contributions (if any):
 - Maintained the Electronic Records System/database of RAO and provided efficient & effective records management services relative to safekeeping, preservation and storage of electronic records and documents;
 - Digitized human resource documents, archival/permanent records and other vital records of the University and migrated the same to the e-Records system/database of RAO
 - Created and updated the back-up files on the Network-attached storage (NAS) and on the external hard drive as additional data back-up of the office;
 - Rendered efficient records reference services to all clients served.
 - Performed diligently my functions as Alternate Deputy Document and Records Controller (adDRC) within the unit assigned by:
 - issued, maintained, retrieved and controlled all documents of the office;
 - assigned documents with control numbers and other coding controls for document in coordination with the dDRC;
 - ensured the implementation of the control of records; and
 - prepared and organized all documented information of the office;
- Summary of Actual Duties:
 - Maintains the Electronic Records System of RAO and provides proper records management relative to safekeeping, preservation and storage of electronic records and documents;
 - Responsible for the digitization of vital records and documents of the University;
 - Renders records reference services & responds promptly on requests for information/records;
 - Performs other tasks to make the e-Records System fully operational;
 - Retrieves and reproduces requested documents per approved request for information/records;
 - Assists in the annual records inventory & appraisal of the office based on agency RDS & GRDS;
 - Acts as Alternate Deputy Document and Records Controller (adDRC) for the office; and
 - Performs other functions that may be assigned by the immediate supervisor from time to time.


JIMBO S. POSAS
Applicant
Date: 2 January 2024