

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	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte, Philippines	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	N/A House/Block/Lot No. N/A Street 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 House/Block/Lot No. N/A Street 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	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

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V. WORK EXPERIENCE

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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)

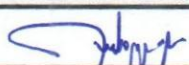
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	"Unlocking Excellence: The 5S Revolution for Clerks & Heads at VSU	11/29/2023	11/29/2023	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
	Typhoon Awareness and Calamity Readiness	6/29/2022	6/29/2022	8 hrs	Technical	College of Engineering and Technology, 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
	Coronavirus vaccine: Are you willing to take the shot?	2/23/2021	2/23/2021	4 hrs	Technical	College of Arts and Sciences, Visayas State University- Main Campus
	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 AACCUP 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

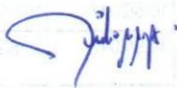
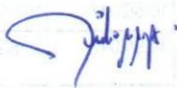
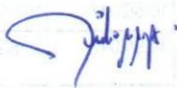

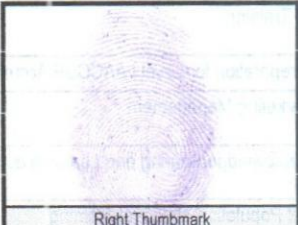

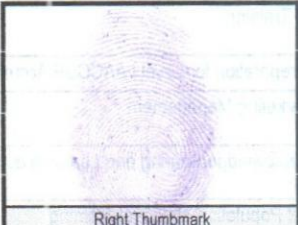

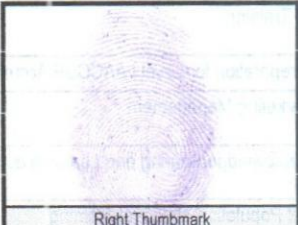
(Continue on separate sheet if necessary)

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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<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> <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 checked="" 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: 40%;">NAME</th><th style="width: 40%;">ADDRESS</th><th style="width: 20%;">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. Miraflor</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. Miraflor	VSU, Baybay City, Leyte	9176341528
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance.</td></tr><tr><td style="padding: 2px;">Government Issued ID: <u>Driver's License</u></td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: <u>H12-16-002554</u></td></tr><tr><td style="padding: 2px;">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 border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 60px; text-align: center; vertical-align: middle;"></td></tr><tr><td style="text-align: center; font-size: small;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">12/08/2023</td></tr><tr><td style="text-align: center; font-size: small;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	12/08/2023	Date Accomplished			
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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> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p>													