

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	ALKUINO		
FIRST NAME	JOVELYN		N/A
MIDDLE NAME	NAVALES		
3. DATE OF BIRTH (mm/dd/yyyy)	02/27/1985	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 CITY 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 type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A KILIM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6521
8. WEIGHT (kg)	50		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A SAN ISIDRO House/Block/Lot No. Street N/A KILIM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6601
11. PAG-IBIG ID NO.	12-1005775874		
12. PHILHEALTH NO.	130501185877		
13. SSS NO.	0630830491	19. TELEPHONE NO.	N/A
14. TIN NO.	424858816	20. MOBILE NO.	09199317998
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jovelyn.navales@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SABLAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	KEVIN	N/A	KENJO SCARLET A. SABLAS	12/31/2016
MIDDLE NAME	OMILLON		KEVI A. SABLAS	01/27/2020
OCCUPATION	PUMB MASTER			
EMPLOYER/BUSINESS NAME	PETRON			
BUSINESS ADDRESS	CANDADAM BAYBAY CITY LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALKUINO			
FIRST NAME	MATIAS	SR.		
MIDDLE NAME	GUMBA			
25. MOTHER'S MAIDEN NAME	NAVALES			
SURNAME	LOLITA			
FIRST NAME	PARAISO			
MIDDLE NAME			(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 GRAD UATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	KILIM ELEM SCHOOL	PRIMARY EDUCATION	19/06/1905	20/06/1905	N/A	1998	WITH HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	20/06/1905	24/06/1905	N/A	2002	N/A
VOCATIONAL / TRADE COURSE	FCIC	COMMERCIAL COOKING	04/07/1905	04/07/1905	N/A	2012	NCII
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	25/06/1905	13/07/1905		2021	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		7/9/2024		

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)			

<i>SIGNATURE</i>		<i>DATE</i>		
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<i>SIGNATURE</i>		<i>DATE</i>		
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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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Financial Transactions Forum	03/20/2024	03/20/2024	8 hrs		HRMO
	Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8hrs		OIC PRESIDENT
	HRIS Software Onboarding	12/06/2023	12/06/2023	8 hrs		HRMO
	DBM and SABS Orientation Seminar	10/14/2017	10/14/2017	4 hrs		SABS President
(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)	
	COOKING		N/A		SOCIETY OF AGRIBUSINESS STUDENTS	
	DANCING					
	SINGING					
	READING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	July 9, 2024	

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?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ 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: _____

End of Contract

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details: _____

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: _____

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MANUEL D. GACUTAN, JR Ph.D	Visca, Baybay City Leyte	9702926437
JULIUS V. ABELA, Ph.D	Visca, Baybay City, Leyte	9208553990
JADE DHAPNEE Z. COMPENDIO	Brgy. Guadalupe, Baybay City, Leyte	9070181218

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.



JOVELYN N. ALKUNO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **DRIVERS LICENSE**

ID/License/Passport No.: **H12-17-003713**

Date/Place of Issuance: **BAYBAYCITY LEYTE**

Signature (Sign inside the box)

July 9, 2024
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____

, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath