

## 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	Borneo		
FIRST NAME	Jenefer	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Laplana		
3. DATE OF BIRTH (mm/dd/yyyy)	23/10/1973	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.57	17. RESIDENTIAL ADDRESS	Driver's Quarter Ext. VSU Campus House/Block/Lot No. Street Visca Pangasugan Subdivision/Village Barangay BaybayCity Leyte City/Municipality Province
8. WEIGHT (kg)	68	ZIP CODE	6521
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.		19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-050045444-0	20. MOBILE NO.	09208934353
13. SSS NO.	06-1584349-0	21. E-MAIL ADDRESS (if any)	jenefer.borneo@vsu.edu.ph
14. TIN NO.	933-258-577		
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Borneo	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Anthony	N/A	N/A
MIDDLE NAME	Lao		
OCCUPATION	Admin Aide III		
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	Visca Baybay City Leyte		
TELEPHONE NO.	09489354648		
24. FATHER'S SURNAME	Laplana		
FIRST NAME	Ismael	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	Fernandez		
25. MOTHER'S MAIDEN NAME			
SURNAME	Laplana		
FIRST NAME	Evangeline		
MIDDLE NAME	Perturbos		

(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 South Central School	Elementary	1983	1987	6th year	Graduated	
SECONDARY	Franciscan College of the Immaculate Conception	Secondary	1987	1991	4th year	Graduated	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	AMA College Learning Center	Bachelor of Science in Information Technology	2013	2016	4th year	Graduated	
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2017	2019	4th Semester	Undergrad	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[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.

INCLUSIVE DATES				SALARY/ JOB/ PAY		
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[illegible]

(Continue on separate sheet if necessary)

<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	N/A	N/A	N/A	N/A

(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			
	Seminar of Philippine Good Agricultural Practices (PhilGAP)	08-16-2024	08-16-2024	8.0	Technical	Visayas State University
	OBE Syllabus Writing Workshop	07-01-2024	07-02-2024	16.0	Technical	Visayas State University
	"Shaping Culture: Embracing Values for Productive Workplace Performance"	05-15-2024	05-15-2024	8.0	Technical	Visayas State University
	"Bridging the GAP: Ensuring Food Safety for the Consumers"	04-24-2024	04-24-2024	8.0	Technical	Visayas State University
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02-23-2024	02-23-2024	8.0	Technical	Visayas State University
	"HRIS Software Onboarding"	12-06-2023	12-06-2023	8.0	Technical	Visayas State University
	Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University	11-29-2023	11-29-2023	8.0	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08-29-2023	08-29-2023	8.0	Instruction	Visayas State University
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08-29-2023	08-29-2023	8.0	Instruction	Visayas State University
	CAFS Curriculum Review for its undergraduate program	08-08-2023	08-08-2023	8.0	Instruction	Visayas State University
	"Gender Sensivity Orientation for VSU Faculty and Staff"	07/11/2023	07/11/2023	8.0	Technical	Visayas State University
	CY 2023 RD In-House Review	05/08/2023	05/12/2023	40.0	Technical	Visayas State University
	"R you ready? Introduction to Structural Equation Model (SEM) using R"	03/09/2023	03/09/2023	4.0	Technical	Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08-30-2022	08-31-2022	4.0	Technical	Visayas State University
	98th VSU Anniversary: "My Changing Body"	05/02/2022	05/02/2022	4.0	Technical	Visayas State University
	National Women's Month: A webinar on Menopause and other common Gynecologic Problems	03-31-2022	03-31-2022	4.0	Technical	Visayas State University
	Re-Orientation of Employee's Duties and Responsibilities and Good Customer Service	09-23-2021	09-23-2021	4.0	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	8.0	Technical	Visayas State University
	2nd regional conference of the society of agriculture educators in region 8, INC. (SAER 8)	06-21-2019	06-21-2019	8.0	Technical	Visayas State University
	State Universities and colleges-association of colleges of agriculture in the Philippines, INC.	05-22-2019	05-24-2019	28.0	Technical	Visayas State University
	AAACU 22nd Biennial Conference and General Assembly	10-16-2018	10-18-2018	22.0	Technical	Visayas State University

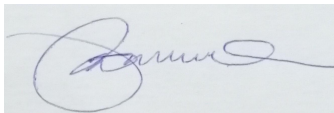
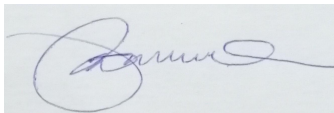

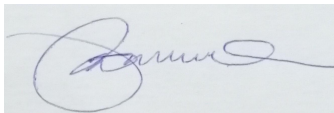
(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
			N/A		N/A

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	
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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 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 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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Dr. Victor B. Asio</td> <td style="text-align: center;">Department of Soil Science</td> <td style="text-align: center;">1036</td> </tr> <tr> <td style="text-align: center;">Dr. Suzette B. Lina</td> <td style="text-align: center;">Faculty of Agriculture and Food Science</td> <td style="text-align: center;">1083</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Victor B. Asio	Department of Soil Science	1036	Dr. Suzette B. Lina	Faculty of Agriculture and Food Science	1083						
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Dr. Suzette B. Lina	Faculty of Agriculture and Food Science	1083														
<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 colspan="2" style="font-size: small;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2" style="font-size: x-small;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="width: 30%;">Government Issued ID:</td> <td>Philippine National ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>5061-5984-5132-5835</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>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:	Philippine National ID	ID/License/Passport No.:	5061-5984-5132-5835	Date/Place of Issuance:	Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 60px;">  </td> </tr> <tr> <td style="text-align: center; font-size: x-small;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">11-18-2025</td> </tr> <tr> <td style="text-align: center; font-size: x-small;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	11-18-2025	Date Accomplished	<div style="text-align: center;">               PHOTO         </div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <div style="text-align: center; font-size: x-small;">Right Thumbmark</div>
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Date Accomplished																
<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="text-align: center; border: 1px solid black; padding: 5px; width: 200px; margin: 0 auto;">             Person Administering Oath         </div>																