

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	EBERO		
FIRST NAME	JEAH MAE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	CASTILLO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/22/1999	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	ORMOC CITY	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	BALTAZAR EBERO House/Block/Lot No. Street Zone 3 BALUGO I Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6542
8. WEIGHT (kg)	46 KG		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	357 BALTAZAR EBERO House/Block/Lot No. Street BALUGO I Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6542
11. PAG-IBIG ID NO.	1212-7271-2171		
12. PHILHEALTH NO.	13-025550656-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	769-246-312-000	20. MOBILE NO.	09677005104
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jeahmcastilloebero@gmail.com

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	EBERO		N/A	N/A
FIRST NAME	JACINTO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	SENILLO		N/A	N/A
25. MOTHER'S MAIDEN NAME	N/A		N/A	N/A
SURNAME	CASTILLO		N/A	N/A
FIRST NAME	MARIBEL		N/A	N/A
MIDDLE NAME	ROSAS		(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	BALUGO ELEMENTARY SCHOOL		2005	2011		2011	7TH HONOR
SECONDARY	DR. GERONIMO B. ZALDIVAR MEMORIAL SCHOOL OF FISHERIES	TVE-COOKERY	2011	2015		2015	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2015	2019		2019	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[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]

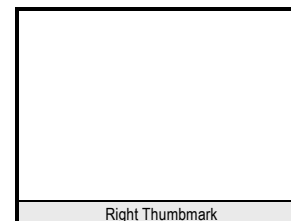
<i>SIGNATURE</i>		<i>DATE</i>	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
	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						
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 Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16 hours		VSU Convention Center, Visayas State University, Baybay City, Leyte
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024			RDE Hall, Visayas State University, Baybay City, Leyte
	Financial Transaction Forum	03/20/2024	03/20/2024	8 hours		CCE Building, Visayas State University, Baybay City, Leyte
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	Training/Workshop on Advance Microsoft Excel Functions and Shortcuts for Financial Transaction Processing and Reporting Workshop	11/28/2023	11/28/2023	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	Quickbooks Online Advance Training	11/21/2023	11/24/2023	15 hours		Freelance Academy - Online Traning
	Seminar on Financial Management for Visayas Consortia	11/16/2023	11/17/2023	16 hours		DOST-PCAARRD and VICARP
	Basic Business Recording and Bookkeeping	08/31/2023	08/31/2023	4 hours		DTI - Philippines (Online Seminar)
	ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	MENTAL HEALTH AWARENESS	04/25/2023	04/25/2023	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	ISO 9001:2015 Awareness/Re-awareness Webinar	08/30/2022	08/31/2022	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	16 hours		DEPARTMENT OF HEALTH (DOH)
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	Webinar: RA 11313 Safe Spaces Act	12/10/2020	10/12/2020	3 hours		VISAYAS STATE UNIVERSITY - Institute of Strategic Research and Development Studies
	(Webinar): Seminar on Financial Management	12/02/2020	03/12/2020	16 hours		VICARP-DOST-PCAARRD, Los Baños, Laguna
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4 hours		VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte
	On-the-Job Training	01/21/2019	03/22/2019	300 hours		AGREA AGRICULTURAL SYSTEMS INTERNATIONAL INC.
	On-the-Job Training and Seminar	09/01/2019	09/01/2019	8 hours		VISAYAS STATE UNIVERSITY-Department of Business and Management (SABS)
(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)		
	Computer Skill	N/A		N/A		
	Proficient in MS (word,PPT,Excel etc.)	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

<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 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.</th> </tr> </thead> <tbody> <tr> <td>WILMA V. NAPIERE</td> <td>GUADALUPE, BAYBAY CITY, LEYTE</td> <td>9359633220</td> </tr> <tr> <td>JHONAVEL R. CASTIL</td> <td>ViSCA, Baybay City, Leyte</td> <td>9554209673</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	WILMA V. NAPIERE	GUADALUPE, BAYBAY CITY, LEYTE	9359633220	JHONAVEL R. CASTIL	ViSCA, Baybay City, Leyte	9554209673			
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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 colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td style="width: 60%;">Government Issued ID:</td> <td>TIN ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>769-246-312-000</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Ormoc City Leyte</td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		Government Issued ID:	TIN ID	ID/License/Passport No.:	769-246-312-000	Date/Place of Issuance:	Ormoc City Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;">Signature (Sign inside the box)</td> </tr> <tr> <td style="height: 30px; vertical-align: bottom;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished		
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Date/Place of Issuance:	Ormoc City Leyte												
Signature (Sign inside the box)													
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; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div>													



PHOTO



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