

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	Abapo		
FIRST NAME	Jane	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Maderazo		
3. DATE OF BIRTH (mm/dd/yyyy)	06/29/1962	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Davao City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Claro M. Recto St. House/Block/Lot No. Street Poblacion Zone 18 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	Claro M. Recto St. House/Block/Lot No. Street Poblacion Zone 18 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	63.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2001717298		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	0609616251	19. TELEPHONE NO.	N/A
14. TIN NO.	120101281	20. MOBILE NO.	969-140-5095
15. AGENCY EMPLOYEE NO.	V00005	21. E-MAIL ADDRESS (if any)	jane.abapo@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Abapo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jose	NAME EXTENSION (JR., SR) Jr.	Jose Leonardo M. Abapo III	02/13/1994
MIDDLE NAME	Lim		Jeremy M. Abapo	03/18/1998
OCCUPATION	None			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	Maderazo			
FIRST NAME	Leonardo	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Rivera			
25. MOTHER'S MAIDEN NAME	De Leon			
SURNAME	Maderazo			
FIRST NAME	Merlyn			
MIDDLE NAME	Taycon		(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	Bayanihan Elementary School	Elementary	1969	1975		1975	N/A
SECONDARY	Rizal Memorial Colleges	High School	1975	1979		1979	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Southwestern University	Bachelor of Science in Chemistry	1980	1984		1984	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2024
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	N/A	N/A	N/A	N/A	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
02/01/2023	11/03/2023	Laboratory Technician II	Visayas State University	19,923.00	8-2	Permanent	Y
01/01/2023		Laboratory Technician II	Visayas State University	19,923.00	8-2	Temporary	Y
11/10/2022	11/09/2022	Laboratory Technician II	Visayas State University	19,170.00	8-2	Temporary	Y
11/03/2022	12/31/2022	Laboratory Technician II	Visayas State University	19,923.00	8-2	Temporary	Y
01/01/2022	11/04/2022	Laboratory Technician II	Visayas State University	18,998.00	8-1	Permanent	Y
11/10/2021	11/09/2022	Laboratory Technician II	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2021		Laboratory Technician II	Visayas State University	18,251.00	8-1	Permanent	Y
11/04/2020		Laboratory Technician II	Visayas State University	17,505.00	8-1	Permanent	Y
11/04/2019	11/03/2020	Laboratory Technician II	Visayas State University	16,758.00	8-1	Permanent	Y
01/15/2019		Laboratory Technician I	Visayas State University	15,309.00	6-5	Permanent	Y
01/01/2019		Laboratory Technician I	Visayas State University	15,192.00	6-4	Permanent	Y
01/01/2018	12/31/2018	Laboratory Technician I	Visayas State University	14,699.00	6-4	Permanent	Y
01/01/2017	12/31/2018	Laboratory Technician I	Visayas State University	14,221.00	6-4	Permanent	Y
01/16/2016	12/31/2016	Laboratory Technician I	Visayas State University	13,759.00	6-4	Permanent	Y
01/01/2016	11/15/2016	Laboratory Technician I	Visayas State University	13,759.00	6-4	Permanent	Y
01/16/2013	12/31/2015	Laboratory Technician I	Visayas State University	13,180.00	-	Permanent	Y
06/01/2012	01/15/2013	Laboratory Technician I	Visayas State University	13,050.00	-	Permanent	Y
01/16/2012	05/31/2012	Laboratory Technician I	Visayas State University	13,180.00	-	Permanent	Y
06/01/2011	01/15/2012	Laboratory Technician I	Visayas State University	12,146.00	-	Permanent	Y
06/24/2010	05/31/2011	Laboratory Technician I	Visayas State University	11,242.00	-	Permanent	Y
01/16/2010	06/23/2010	Laboratory Technician I	Visayas State University	10,338.00	-	Permanent	Y
07/01/2009	01/15/2010	Laboratory Technician I	Visayas State University	10,133.00	-	Permanent	Y
07/01/2008	06/30/2009	Laboratory Technician I	Visayas State University	9,204.00	-	Permanent	Y
08/01/2007	06/30/2008	Laboratory Technician I	Visayas State University	8,367.00	-	Permanent	Y
07/01/2007	07/31/2007	Laboratory Technician I	Visayas State University	8,367.00	-	Temporary	Y
01/16/2007	06/30/2007	Laboratory Technician I	Leyte State University	7,606.00	-	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2024
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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

(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			
	College of Arts and Sciences Curriculum and Instruction Review	08/16/2023	08/16/2023	8	Technical	College of Arts and Science, 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		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2024
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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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Alice M. Acabal</td><td>Dumaguete</td><td>09214104206</td></tr><tr><td>Caren G. Alianza</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td></td></tr><tr><td>Isabel A. Asilom</td><td>San Pedro St., Baybay City, Leyte</td><td>053-563-8483</td></tr></table>			NAME	ADDRESS	TEL. NO.	Alice M. Acabal	Dumaguete	09214104206	Caren G. Alianza	Brgy. Guadalupe, Baybay City, Leyte		Isabel A. Asilom	San Pedro St., Baybay City, Leyte	053-563-8483
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Caren G. Alianza	Brgy. Guadalupe, Baybay City, Leyte													
Isabel A. Asilom	San Pedro St., Baybay City, Leyte	053-563-8483												
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
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: SSS ID/License/Passport No.: 0609616251 Date/Place of Issuance: 11/30/-0001 / Cebu City	Signature (Sign inside the box) 03/21/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														