

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	Mabuan		
FIRST NAME	Jovelyn	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Henoguin		
3. DATE OF BIRTH (mm/dd/yyyy)	08/27/1977	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Palompon, Leyte	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	90 Killbourne House/Block/Lot No. Street VSU Campus Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.25	ZIP CODE	6521
8. WEIGHT (kg)	40.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Macopa Taberna Subdivision/Village Barangay PALOMPON LEYTE City/Municipality Province
10. GSIS ID NO.	77082701705	ZIP CODE	6538
11. PAG-IBIG ID NO.	170000297743		
12. PHILHEALTH NO.	130000734803	19. TELEPHONE NO.	(053) 653-0213
13. SSS NO.	0619154800	20. MOBILE NO.	930-781-7731
14. TIN NO.	207491327	21. E-MAIL ADDRESS (if any)	jovymabuan@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00306		

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	Zyrh Mae M. Valdez	04/18/2005
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Mabuan			
FIRST NAME	Eraso	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Vicentillo			
25. MOTHER'S MAIDEN NAME	Julita B. Henoguin			
SURNAME	Mabuan			
FIRST NAME	Julita			
MIDDLE NAME	Henoguin		(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	Brgy. Tambis Elementary School	Elementary	1984	1990		1990	N/A
SECONDARY	Taberna National High School	High School	1991	1995		1995	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Jose Recoletos	Bachelor of Arts in Library Science	1996	2000		2000	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/13/2023
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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
	Licensed Librarian		11/18/2000	Cebu City	0002935	08/27/2024

(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						
01/01/2023	PRESENT	College Librarian II	Visayas State University	37,380.00	15-3	Permanent	Y
01/01/2022		College Librarian II	Visayas State University	35,858.00	15-3	Permanent	Y
09/23/2021		College Librarian II	Visayas State University	34,336.00	15-3	Permanent	Y
09/23/2021		College Librarian II	Visayas State University	34,336.00	15-3	Permanent	Y
01/01/2021		College Librarian II	Visayas State University	33,953.00	15-2	Permanent	Y
01/01/2020		College Librarian II	Visayas State University	32,431.00	15-2	Permanent	Y
01/01/2019		College Librarian II	Visayas State University	30,909.00	15-2	Permanent	Y
01/01/2018	12/31/2018	College Librarian II	Visayas State University	29,359.00	15-2	Permanent	Y
01/01/2017	12/31/2017	College Librarian II	Visayas State University	27,887.00	15-2	Permanent	Y
02/01/2016	12/31/2016	College Librarian II	Visayas State University	26,489.00	15-2	Permanent	Y
01/01/2016	01/31/2016	College Librarian II	Visayas State University	26,192.00	15-1	Permanent	Y
02/01/2013	12/31/2015	College Librarian II	Visayas State University	24,887.00	-	Permanent	Y
06/01/2012	01/31/2013	College Librarian I	Visayas State University	21,867.00	-	Permanent	Y
02/01/2012	05/31/2012	College Librarian I	Visayas State University	20,162.00	-	Permanent	Y
06/01/2011	01/01/2012	College Librarian I	Visayas State University	19,908.00	-	Permanent	Y
06/24/2010	05/31/2011	College Librarian I	Visayas State University	18,166.00	-	Permanent	Y
07/01/2009	06/23/2010	College Librarian I	Visayas State University	16,424.00	-	Permanent	Y
02/01/2009	06/30/2009	College Librarian I	Visayas State University	14,682.00	-	Permanent	Y
07/01/2008	01/01/2009	College Librarian I	Visayas State University	14,323.00	-	Permanent	Y
07/01/2007	06/30/2008	College Librarian I	Visayas State University	13,021.00	-	Permanent	Y
02/01/2006	06/30/2007	College Librarian I	Leyte State University	11,837.00	-	Permanent	Y
01/02/2001	01/16/2005	Periodical Librarian/ Cataloger	University of Cebu - Maritime Education and Training Center	8,328.00	-	Permanent	N
06/05/2000	12/29/2000	Assistant Librarian/Cataloger	University of Cebu - Maritime Education and Training Center	4,800.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE			DATE		03/13/2023		
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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			
	2022 PLAI Congress and General Assembly: Working Together. Sustainability. Opportunity. Adaptability. Resiliency	11/22/2022	11/25/2022	32	Managerial	Philippine Librarian Association Inc.
	Libraries of Today: Resilience Amidst Crisis	08/31/2022	09/02/2022	24	Managerial	PLAI Eastern Visayas Region Librarians Council
	Attaining Work-Life Balance and Productivity	08/10/2022	08/12/2022	24	Managerial	Personnel Officers Association of the Philippines (POAP)
	VSU Libraries' Conference and Webinar on AACUP Accreditation Preparation	06/25/2021	06/25/2021	8	Technical	Visayas State University Library
	Consultative meeting on the Proposed Career Progression and specialization Program for the Library and Information Science Profession	04/13/2021	04/13/2021	4	Technical	Professional Regulation Commission (PRC)
	ScienceDirect Articles and Journals: Choosing the Right One for Your Research	01/29/2021	01/29/2021	4	Research	ELSEVIER Research Academy On-Campus & DOST
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	3	Managerial	Visayas State University
	Libraries as Catalysts in the New Normal Environment: Changes. Reforms. Transitions	11/24/2020	11/27/2020	24	Managerial	Philippine Librarian Association Inc.
	Libraries Embracing the New Normal: views and experiences	11/23/2020	11/23/2020	4	Managerial	University of San Carlos
	Remote Learning Resources and Guidelines of Libraries in the New Normal	09/14/2020	09/14/2020	8	Technical	PLAI Eastern Visayas Region Librarians Council
	Training on Identification of proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Modules of the (SPPMS)	08/28/2020	08/28/2020	8	Technical	Visayas State University
	Drafting Library Policy Guidelines Under the New Normal	06/29/2020	06/29/2020	8	Technical	Central Luzon Region Librarians Council
	Library Resiliency	06/11/2020	06/11/2020	8	Managerial	National Library of the Philippines
	PLAI National Congress 2019 and General Assembly "inclusive. innovative. Interconnected"	11/19/2019	11/22/2019	32	Technical	Philippine Librarian Association Inc.
	Eastern Visayas Region Librarians Council's Summit At Pit, Palompon, Leyte	08/28/2019	08/30/2019	24	Managerial	PLAI Eastern Visayas Region Librarians Council
	Revitalizing the Technological Role of Librarians Rediscover the Electronic Publishing, Institutional Repository (IR), Open Acces and Dspace	03/24/2018	03/26/2018	24	Technical	University of San Carlos in Partnership with the CHED

(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		Philippine Librarian Association Inc. - Eastern Visayas Region Librarians Council
					Philippine Librarian Association Inc.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/13/2023
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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: _____ Voluntary resignation												
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 _____ Single mother												
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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 03/13/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														