

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	Banzon		
FIRST NAME	Joan Rosemarie	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Aberca		
3. DATE OF BIRTH (mm/dd/yyyy)	11/10/1984	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.	Philippines
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	House/Block/Lot No. Street Purok 3 Cagbuhangin Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province ZIP CODE 6541
7. HEIGHT (m)	1.63	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE
8. WEIGHT (kg)	58.00		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(1
13. SSS NO.	N/A	20. MOBILE NO.	916-715-9780
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	jbanzon@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00570		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Banzon		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jun Carlo	NAME EXTENSION (JR., SR)	Crystal Raven A. Banzon	07/09/2007
MIDDLE NAME	Pelayo		Carlos Santino A. Banzon	09/04/2011
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	Ormoc City LGU			
BUSINESS ADDRESS	Ormoc City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Aberca			
FIRST NAME	Renato	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Betonio			
25. MOTHER'S MAIDEN NAME	Josephine Kathleen Zapanta Virly			
SURNAME	Aberca			
FIRST NAME	Josephine Kathleen			
MIDDLE NAME	Virly		(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	Franciscan College of Immaculate Conception	Elementary	1991	1997		1997	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1997	2001		2001	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	AMA Computer College	Bachelor of Science in Information Technology	2001	2005		2005	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2017	2024		2024	CHED

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/31/2024
-----------	--	------	------------

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
	Career Service Professional	80.49	10/17/2010	Tacloban City, Leyte	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						
01/01/2024	PRESENT	School Credits Evaluator	Visayas State University	28,512.00	11-1	Permanent	Y
01/03/2023	12/31/2023	School Credits Evaluator	Visayas State University	27,000.00	11-1	Permanent	Y
01/01/2023	12/31/2023	Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,400.00	4-1	Permanent	Y
01/01/2020		Administrative Aide IV	Visayas State University	13,807.00	4-1	Permanent	Y
01/01/2019	12/31/2019	Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	4-1	Permanent	Y
03/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y
01/01/2016	02/29/2016	Administrative Aide III	Visayas State University	10,985.00	3-2	Permanent	Y
03/01/2015	12/31/2015	Administrative Aide III	Visayas State University	10,505.00	-	Permanent	Y
06/01/2012	02/28/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
03/01/2012	05/31/2012	Administrative Aide III		9,628.00	-	Permanent	Y
01/01/2011	02/28/2012	Administrative Aide VI		41.90	-	Permanent	Y
01/01/2010	12/31/2010	Administrative Aide VI		460.59	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide VI		418.36	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide VI		380.32	-	Casual	Y
01/01/2007	06/30/2007	Administrative Aide VI		345.73	-	Casual	Y
08/16/2006	12/31/2006	Administrative Aide VI		345.73	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/31/2024
-----------	--	------	------------

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			
	ISO Awareness & Re-Awareness Seminar	09/09/2024	09/09/2024	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attaining Work-Life Balance and Productivity	07/09/2024	07/12/2024	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	08/15/2023	08/17/2023	24	Technical	National Archives of the Philippines (NAP)
	Mental Health Awareness	04/25/2023	04/25/2023	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Re-Orientation of Duties and Responsibilities of dDRC's and adDRC's and Cascading of Documents and Records Control Procedural Manuals (PM) and Guidelines (GL)	02/09/2023	02/09/2023	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation on the Documentary Requirements for Financial and Administrative Transactions	12/06/2022	12/06/2022	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-orientation on the Guidelines in Filling Up of the SALN	11/28/2022	11/28/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training-Workshop on Root Cause Analysis	11/17/2022	11/17/2022	8	Technical	Office of the Director for Quality Assurance, Visayas State University
	Provincial Data Appreciation Seminar on Selected Official Statistics and Awareness on Civil Registration, and Philippine Identification System	10/18/2022	10/18/2022	4	Instruction	Philippine Statistics Authority
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Technical	National Archives of the Philippines
	Orientation / Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	08/31/2022	08/31/2022	3	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	06/28/2022	06/28/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Awareness Webinar on Data Privacy Act of 2012	04/07/2022	04/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Data Sheet	02/22/2022	02/22/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
PLEASE SEE ATTACHMENT A						
(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 Literate		N/A		N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	10/31/2024	

Attachment A.1

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			
	Orientation and Re-orientation of the Internal Documented Information	02/15/2022	02/15/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	02/03/2022	02/03/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Panel Discussion on Voter Education and Mental Health "Let's Vote for Mental Health!"	10/08/2021	10/08/2021	4	Instruction	Philippine Mental Health Association Inc.
	Heart2Speak Lite: A Strengths-Based Approach on Dealing with Challenges in Life and at Work	09/21/2021	09/21/2021	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Exercises for Obesity Prevention and Reduction	09/17/2021	09/17/2021	3	Instruction	Office of the Chief of University Services for Health, Emergency, and Rescue
	Dietary Approaches to Combat Obesity	09/15/2021	09/15/2021	3	Instruction	Office of the Chief of University Services for Health, Emergency, and Rescue
	1st General Assembly of Region VIII CHED Scholarships for Graduate Studies-Local Scholars' Association (R8 CHED SGS-LSA)	09/01/2021	09/01/2021	2	Instruction	Region VIII CHED Scholarships for Graduate Studies-Local Scholars' Association (R8 CHED SGS-LSA)
	Records Management Including HR Records	07/14/2021	07/16/2021	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Workplace Webinar 3 - Mental Health: Myths and Facts	06/27/2021	06/27/2021	3	Instruction	Department of Business and Management, Visayas State University
	Personal Equity and Retirement Account	06/16/2021	06/16/2021	3	Technical	Bangko Sentral ng Pilipinas (Online)
	Personal Financial Management	06/15/2021	06/15/2021	3	Technical	Bangko Sentral ng Pilipinas (Online)
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	3	Instruction	College of Management and Economics, Visayas State University
	Coronavirus Vaccine: Are You Willing to Take the Shot?	02/23/2021	02/23/2021	2	Instruction	Office of the Chief of University Services for Health, Emergency, and Rescue
	Is COVID Vaccine Right For You?	02/23/2021	02/23/2021	2	Instruction	BIOTECH-University of the Philippines Los Banos
	Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	24	Technical	Civil Service Commission - Region 8
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Office of the University President, Visayas State University
	HRMIS Webinar on Document Tracking System	11/13/2020	11/13/2020	3	Technical	Office of the Vice-President for Administration and Finance, Visayas State University
	Creating, Managing, and Distributing Wealth: Leading the Innovation Challenge	02/16/2018	02/17/2018	16	Research	SBE - International Conference on Business and Economy
	Scholarships for Graduate Studies (SGS)-Higher Education Institution Information Session	02/24/2017	02/24/2017	8	Technical	NATIONAL ICT CONFEDERATION OF THE PHILIPPINES
	HIV in the Workplace Seminar	12/09/2016	12/09/2016	4	Technical	Visayas State University
	Re-orientation of Department Office Secretaries	11/15/2016	11/15/2016	4	Technical	Visayas State University
	Orientation-Workshop on AY 2016-2017 HEMIS Data Collection using the CHED Electronic Collection and Knowledge (CHECK) System	09/09/2016	09/09/2016	4	Technical	Commission on Higher Education Region VIII
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	10/31/2024

<div>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)?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>														
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>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?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>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?</div>			<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>														
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>														
<div>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?</div>			<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>														
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Marwen A. Castañeda</td><td>Kilbourne Street, VSU, Baybay City, Leyte</td><td>09776295216</td></tr><tr><td>Paciencia P. Milan</td><td>Visayas State University</td><td>09484992730</td></tr><tr><td>Ma. Cleofe Veloso</td><td>D. Veloso Street, Baybay City, Leyte</td><td>335-4250</td></tr></table>						NAME	ADDRESS	TEL. NO.	Marwen A. Castañeda	Kilbourne Street, VSU, Baybay City, Leyte	09776295216	Paciencia P. Milan	Visayas State University	09484992730	Ma. Cleofe Veloso	D. Veloso Street, Baybay City, Leyte	335-4250
NAME	ADDRESS	TEL. NO.															
Marwen A. Castañeda	Kilbourne Street, VSU, Baybay City, Leyte	09776295216															
Paciencia P. Milan	Visayas State University	09484992730															
Ma. Cleofe Veloso	D. Veloso Street, Baybay City, Leyte	335-4250															
<div>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.</div>			<div><div><div>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</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>														
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div><div>Government Issued ID: <b>N/A</b></div><div>ID/License/Passport No.: <b>N/A</b></div><div>Date/Place of Issuance: <b>N/A</b></div></div>			<div><div></div><div>Signature (Sign inside the box)</div><div>10/31/2024</div><div>Date Accomplished</div></div>														
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>																	