CS Form No. 212
Revised 2017

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	Layan
FIRST NAME	Jessie James
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Dungog
3. DATE OF BIRTH (mm/dd/yyyy)	10/22/1995
4. PLACE OF BIRTH	Barili, Cebu
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.60
8. WEIGHT (kg)	50.00
9. BLOOD TYPE	O
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	N/A
12. PHILHEALTH NO.	N/A
13. SSS NO.	N/A
14. TIN NO.	N/A
15. AGENCY EMPLOYEE NO.	V01063
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: **Philippines**
17. RESIDENTIAL ADDRESS	Boloy's Boarding House (*House/Block/Lot No.*) / Zone 5 (*Subdivision/Village*) / BAYBAY (*City/Municipality*) / Guadalupe (Utod) (*Barangay*) / LEYTE (*Province*)
ZIP CODE	6521
18. PERMANENT ADDRESS	(*House/Block/Lot No.*) / San Vicente (*Subdivision/Village*) / DANAO (*City/Municipality*) / Poblacion (*Barangay*) / BOHOL (*Province*)
ZIP CODE	6344
19. TELEPHONE NO.	N/A
20. MOBILE NO.	999-172-3385
21. E-MAIL ADDRESS (if any)	jjdlayan@vsu.edu.ph

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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER\'S SURNAME	Layan			
FIRST NAME	Marcelo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ewican			
25. MOTHER\'S MAIDEN NAME	Gina Latasa Dungog			
SURNAME	Dungog			
FIRST NAME	Gina			
MIDDLE NAME	Latasa		*(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 From	To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Danao Central Elementary School	Elementary	2002	2008		2008	N/A
SECONDARY	Tagbilaran City Science High School	High School	2008	2012		2012	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Engineering	2012	2017		2017	N/A
GRADUATE STUDIES	University of the Philippines - Los Banos	Master of Science in Agricultural Engineering (Major in Agricultural, Food, and Bioprocess Engineering)	2020		25		N/A

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	04/13/2023

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
Agricultural Engineer	79.97	08/23/2017	Manila, Philippines	0009324	10/22/2024

(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	12/31/2023	Instructor I	Visayas State University	29,449.00	12-2	Temporary	Y
01/01/2023	12/31/2023	Instructor I	Visayas State University	29,449.00	12-2	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
01/01/2022	12/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
11/02/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
11/02/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	12/31/2020	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
12/01/2017	07/31/2018	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	04/13/2023

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			
Hazard Identification, Risk Assessment, and Control (HIRAC)	10/28/2022	11/28/2022	10	Managerial	DOST Regional Office No. 2, Philippine Society of Agricultural and Biosystems Engineers, PEME Consultancy, Inc.
Advanced Occupational Safety and Health Loss Control Management (LCM) Course	10/24/2022	10/27/2022	40	Managerial	DOST Regional Office No. 2, Philippine Society of Agricultural and Biosystems Engineers, PEME Consultancy, Inc.
Training Course in Biogas and Recycling Agricultural Technology for the Philippines	10/12/2022	11/01/2022	58	Technical	UNIDO; People's Republic of China Ministry of Commerce; DA-BAFE; DA-BAI; Biogas Institute of Ministry of Agriculture and Rural Affairs (BIOMA); FREEN Works
Basic Occupational Safety and Health Training	09/20/2022	09/23/2022	40	Managerial	DOST Regional Office No. 2, Philippine Society of Agricultural and Biosystems Engineers, PEME Consultancy, Inc.
33rd Philippine Agricultural Engineering Week; 18th International Agricultural and Biosystems Engineering Conference; 71st PSABE Annual National Convention; 8th ASEAN Regional Convention	04/25/2022	04/27/2022	24	Technical	Philippine Society of Agricultural and Biosystems Engineers (PSABE)
32nd Philippine Agricultural Engineering Week; 17th International Agricultural and Biosystems Engineering Conference and Exhibition; 70th PSABE Annual National Convention	04/26/2021	04/28/2021	24	Technical	Philippine Society of Agricultural and Biosystems Engineers (PSABE)
Trainor's Training on Software-Aided Feasibility Study Preparation and Evaluation for Agricultural and Fisheries Facilities and Mechanization Projects	09/21/2020	09/30/2020	80	Managerial	DA-BAFE
PSABE Visayas-Wide Conference	02/11/2019	02/11/2019	2	Technical	Philippine Society of Agricultural and Biosystems Engineers (PSABE)- Region VII Chapter
Training-Workshop on the Development of Integrated OBE and K-12 Compliant BSABE Curriculum	09/03/2018	09/07/2018	40	Managerial	CHED Technical Committee on Agricultural and Biosystems Engineering, CLSU Department of Agricultural and Biosystems Engineering

(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 Society of Agricultural and Biosystems Engineers, Inc.

(Continue on separate sheet if necessary)

SIGNATURE		**DATE**	04/13/2023

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 apppointed, 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?	☐ YES ☑ NO If YES, give details: _____
b. Have you been criminally charged before any court?	☐ 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)?	☐ YES ☑ NO If YES, give details: _____
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: _____
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)

NAME	ADDRESS	TEL. NO.
Manuel E. Casangcapan	Visca, Baybay City, Leyte	0935 942 1961
Roberto C. Guarte	Visca, Baybay City, Leyte	0917 310 8078
Arthur I. Tambong	Visca, Baybay City, Leyte	0921 195 1438

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

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver\'s License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*
Government Issued ID: **PRC**
ID/License/Passport No.: **0009324**
Date/Place of Issuance: 12/22/2017 / Tacloban City, Leyte

Signature (Sign inside the box)
04/13/2023
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath