

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	Borneo		
FIRST NAME	Jenefer	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Laplana		
3. DATE OF BIRTH (mm/dd/yyyy)	10/23/1973	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay	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	Visca House/Block/Lot No. Street Driver's Quarter Extension VSU Campus Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	68.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Poblacion Zone 5 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	130500454440	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	920-893-4353
14. TIN NO.	933258577	21. E-MAIL ADDRESS (if any)	jenefer.borneo@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	VJO00174		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Borneo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Anthony	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Lao			
OCCUPATION	Admin Aide III			
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	Visca Baybay City Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Laplana			
FIRST NAME	Ismael	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Fernandez			
25. MOTHER'S MAIDEN NAME	Peña			
SURNAME	Laplana			
FIRST NAME	Evangeline			
MIDDLE NAME	Perturbos		(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	Baybay South Central School	Elementary	1983	1987	Graduated	1987	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1987	1991	Graduated	1991	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2017	2019	2nd year	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/23/2024
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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			
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Technical	Visayas State University
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	8	Instruction	Visayas State University
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Instruction	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8	Instruction	Visayas State University
	CAFS Curriculum Review for its undergraduate program	08/08/2023	08/08/2023	8	Instruction	CAFS at Visayas State University
	"Gender Sensivity Orientation for VSU Faculty and Staff"	07/11/2023	07/11/2023	8	Instruction	Visayas State University
	CY 2023 RD In-House Review	05/08/2023	05/12/2023	20	Research	RDEI Visayas State University
	"R you ready? Introduction to Structural Equation Model (SEM) using R"	03/09/2023	03/09/2023	3	Instruction	College of Management and Economics, Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	98th VSU Anniversary: "My Changing Body"	05/02/2022	05/02/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	National Women's Month: A webinar on Menopause and other common Gynecologic Problems	03/31/2022	03/31/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation of Employee's Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, VSU
	coronavirus vaccine:are you willing to take the shot? "	02/23/2021	02/23/2021	8	Instruction	Visayas State Univesity of Arts and Sciences
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	8	Instruction	DOST-STII
	2nd regional conference of the society of agriculture educators in region 8, INC. (SAER 8)	06/21/2019	06/21/2019	9	Instruction	Society of Agriculture Educators in Region 8,INC.
	State Universities and colleges-association of colleges of agriculture in the Philippines, INC.	05/22/2019	05/24/2019	28	Technical	SUC-ACAP, INC.
	AAACU 22nd Biennial Conference and General Assembly	10/16/2018	10/18/2018	22	Technical	Asian Association of Agricultural Colleges and Universities (AAACU)
	Project IPads "Why AgRiCOOLture"	08/18/2016	08/18/2016	8	Research	Philrice ATI-IRRI

(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		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/23/2024
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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>Suzette B. Lina</td><td>Dean, CAFS</td><td>Local 1083</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Suzette B. Lina	Dean, CAFS	Local 1083						
NAME	ADDRESS	TEL. NO.												
Suzette B. Lina	Dean, CAFS	Local 1083												
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: TIN ID/License/Passport No.: 933258577 Date/Place of Issuance: 08/30/2004 / Ormoc City Leyte	Signature (Sign inside the box) 12/23/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														