

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	<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	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> 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	06/11/2025
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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			
	Seminar of Philippine Good Agricultural Practices (PhilGAP)	08/16/2024	08/16/2024	8	Research	Visayas State University Visca Baybay City, Leyte
	OBE Syllabus Writing Workshop	07/01/2024	07/02/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Bridging the GAP: Ensuring Food Safety for the Consumers"	04/24/2024	04/24/2024	8	Instruction	Visayas State University Visca Baybay City, Leyte
	"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
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	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 University of Arts and Sciences

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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/11/2025
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<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><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Victor B. Asio</td><td>Department of Soil Science</td><td></td></tr><tr><td>Suzette B. Lina</td><td>Dean, CAFS</td><td>Local 1083</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Victor B. Asio	Department of Soil Science		Suzette B. Lina	Dean, CAFS	Local 1083				<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>Right Thumbmark</div></div>
NAME	ADDRESS	TEL. NO.													
Victor B. Asio	Department of Soil Science														
Suzette B. Lina	Dean, CAFS	Local 1083													
<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>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>TIN</b></div><div>ID/License/Passport No.: <b>933258577</b></div><div>Date/Place of Issuance: <b>08/30/2004 / Ormoc City Leyte</b></div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>06/11/2025</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>															