

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	Donayre		
FIRST NAME	Jerlyn	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Maarat		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1992	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	
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No. Street Poblacion Zone 1 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	68.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121251531306		
12. PHILHEALTH NO.	132012313679	18. PERMANENT ADDRESS	
13. SSS NO.	0643010745	ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
14. TIN NO.	758315417		
15. AGENCY EMPLOYEE NO.	VJO01225		
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	926-308-1160
		21. E-MAIL ADDRESS (if any)	jerlyn.donayre@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	Jenica Rose D. Jabon	09/01/2012
MIDDLE NAME	N/A		Francheska Ylaine D. Jabon	01/15/2015
OCCUPATION	N/A		Jericho Matt D. Jabon	05/01/2018
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Donayre			
FIRST NAME	Cedric	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ilaida			
25. MOTHER'S MAIDEN NAME	Conejos			
SURNAME	Donayre			
FIRST NAME	Lydia			
MIDDLE NAME	Maarat		(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 I Central School	Elementary	2000	2005		2005	
SECONDARY	Baybay National High School	High School	2005	2009		2009	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2016	2022	60	2022	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/12/2022
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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			
	Disaster Risk Reduction Management (DRRM) Training fro LGU-Baybay City Leyte	06/04/2022	06/04/2022	8	Technical	Philippine Korea International Cooperation Agency
	98th VSU Anniversary: "My Changing Body"	05/02/2022	05/02/2022	3	Technical	Visayas State University
	Women's Month: A Webinar on Menopause and other Common Gynecologic Problems	03/31/2022	03/31/2022	3	Technical	Visayas State University
	Eastern Visayas Project Monitoring System (EVPMS)	03/02/2022	03/02/2022	8	Technical	National Economic and Development Authority
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Services	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	97th VSU Founding Anniversary: "The Biggest Loser VSU Edition"	04/06/2021	04/28/2021	24	Technical	Visayas State University
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	2	Technical	College of Management and Economics, Visayas State University
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	3	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	ISO 9001:2015 Awareness/Re-Awareness	11/27/2020	11/27/2020	4	Technical	Visayas State University
	VSU Email for Stress-Free Productivity	11/20/2020	11/20/2020	2	Technical	Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Office of the Vice President for Administration and Finance
	Information Security and Development Control	11/06/2020	11/06/2020	2	Technical	AGF Consulting Group
	Operational Planning Workshop and Reframing of Strategic Plan	10/05/2020	10/07/2020	24	Technical	Visayas State University
	Workshop on Assessment of Accomplishment and Target Setting of Strategic Plan	09/30/2020	09/30/2020	8	Technical	Visayas State University
	Motivation Seminar: Positive Provocation	11/12/2016	11/12/2016	8	Technical	Department of Liberal Arts and Behavioral Sciences
	Software Development	06/09/2009	06/09/2010	120	Technical	Income Creating Opportunities thru Technology Project Information & Communication Technology
	Phase 1 of ICOT-P Curriculum on Information & Communication Technology	10/06/2008	04/30/2009	60	Technical	Income Creating Opportunities thru Technology Project Information & Communication Technology
(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	99% National College Assessment Examination SY: 2008-2009		N/A		
	Records Management					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	07/12/2022	

<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,</div> <div>a. within the third degree?</div> <div>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div></div> <div>b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></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 type="checkbox"/> NO</div><div>If YES, give details:</div><div></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 type="checkbox"/> NO</div><div>If YES, give details:</div><div></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)?</div> <div>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><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><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 type="checkbox"/> NO</div><div>If YES, give details (country):</div><div></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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No</div><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>Toni Marc L. Dargantes</td><td>Ga-as Baybay City, Leyte</td><td>09777186594</td></tr><tr><td>Dilberto O. Ferraren</td><td>VSU, Baybay City, Leyte</td><td>09176341488</td></tr><tr><td>Daniel Leslie S. Tan</td><td>VSU, Baybay City, Leyte</td><td>09328685396</td></tr></table>			NAME	ADDRESS	TEL. NO.	Toni Marc L. Dargantes	Ga-as Baybay City, Leyte	09777186594	Dilberto O. Ferraren	VSU, Baybay City, Leyte	09176341488	Daniel Leslie S. Tan	VSU, Baybay City, Leyte	09328685396
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<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)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div></div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: PAGIBIG</div><div>ID/License/Passport No.: 121251531306</div><div>Date/Place of Issuance: 10/08/2020 / Pag-ibig Ormoc Branch</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>07/12/2022</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>Person Administering Oath</div>														