| CS Form No. 212 Revised 2017 | PERSO | NAL DATA | A SH | EE. | т | | | |
|---------------------------------------|---|---|---|---------------------------|----------------------------|--|---------------------------------|--|
| | tion made in the Personal Data Sheet and the | Work Experience Sheet shall | cause the fi | ling of adn | ministrative/c | riminal case/s ag | ainst the per | son |
| concerned. READ THE ATTACHED GUIDE | TO FILLING OUT THE PERSONAL DATA SHI | EET (PDS) BEFORE ACCOMF | PLISHING TH | E PDS FO | RM. | | | . 4 |
| | s () use separate sheet if necessary. Indicate | N/A if not applicable. DO NOT AE | BREVIATE. | | 1. CS ID No. | | (Do not fill up. F | or CSC use only) |
| I. PERSONAL INFORMATIO | JAYME | | | | | | | |
| 2. SURNAME | | | | | | NAME EXTENSION (JR. | SPI | N/A |
| FIRST NAME | DAVE PETER | | | | | TWINE EXTENSION (SIX. | , 51() | IWA |
| MIDDLE NAME | GODOY | | | _ | | | | |
| DATE OF BIRTH (mm/dd/yyyy) | 12/21/1991 | 16. CITIZENSHIP | ✓ Filipino ☐ Dual Citizenship ✓ by birth | | | by naturalization | | |
| 4. PLACE OF BIRTH | BAYBAY CITY, LEYTE | If holder of dual citizens | ship, | Pls. indicate | | | country: | |
| 5. SEX | ✓ Male Female | please indicate the deta | ails. | | | | Arrest Area A | |
| 6 CIVIL STATUS | ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s: | 17. RESIDENTIAL ADDRESS | | louse/Block/Lot No. | | | Street Hibunawan Barangay | |
| 7. HEIGHT (m) | 1.68M | 9977.24546.775.77 | | Baybay City | | | Leyte | |
| 8. WEIGHT (kg) | 72 KG | ZIP CODE | Ci | ty/Municipalit | У | | Province | |
| | | 18. PERMANENT ADDRESS | | | | -21 | | A STATE OF STATE |
| 9. BLOOD TYPE | N/A | - Individual Applicace | Hou | se/Block/Lot | No. | | Street | |
| 10. GSIS ID NO. | N/A | | Sut | odivision/Villa | ge | | Hibunawan Barangay | |
| 11. PAG-IBIG ID NO. | 1212-0151-5472 | | Ci | Baybay ity/Municipalit | | | Leyte Province | |
| 12. PHILHEALTH NO. | 13-000109046-2 | ZIP CODE | | ymanopan | | | TTOVINGO | |
| 13. SSS NO. | N/A 19. TELEPHONE NO. | | N/A | | | | | |
| 14. TIN NO. | 287-882-042 20. MOBILE NO. | | | 09061185668 | | | | |
| 15. AGENCY EMPLOYEE NO. | N/A 21. E-MAIL ADDRESS (if any) | | | dave.jayme@vsu.edu.ph | | | | |
| II. FAMILY BACKGROUND | | | | | | | | |
| 22. SPOUSE'S SURNAME | JAYME | | 23. NAME of CHILDREN (Write full name and list all) | | | DATE OF BIRTH (mm/dd/yyyy) | | |
| FIRST NAME | JENEFER NAME EXTENSION (JR., SR) | | DAYNE PAUL B. JAYME | | | | 05/11/2011 | |
| MIDDLE NAME | BAGARINAO | | JAVERN MYKE B. JAYME | | | | 9/29/2014 | |
| OCCUPATION | GOVERNMENT EMPLOYEE | | JYDEI PHIL B. JAYME | | | 6/26/2020 | | |
| EMPLOYER/BUSINESS NAME | VISAYAS STATE UNIVERSITY | | | | | | | |
| BUSINESS ADDRESS | VSU, BAYBAY CITY, LEYTE | | | | | | | |
| TELEPHONE NO. | 9061185668 | | | | | | | |
| 24. FATHER'S SURNAME | JAYME | | | | | | | |
| FIRST NAME | SEGUNDO | NAME EXTENSION (JR., SR) | | | | | | |
| MIDDLE NAME | GOFREDO | | | | | | | |
| 25. MOTHER'S MAIDEN NAME | | | | | | AT 0.2 (0.2 (0.2 (0.2 (0.2 (0.2 (0.2 (0.2 | | |
| SURNAME | GODOY | | 7 18 1 1 1 | a superpose | A CONTRACTOR | | | - 4 |
| FIRST NAME | LORENDA | | The same of the same | s Survey John S | The spin and an experience | recorded the second of | | and the second |
| MIDDLE NAME | PANCITO | | | ((| Continue on se | parate sheet if neces | ssarv) | |
| III. EDUCATIONAL BACKS | GROUND | | BONG MADE AND ADDRESS OF | | | | * | |
| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE (Write in full) | E/COURSE | UNITS EARNED | | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
| ELEMENTARY | HIBUNAWAN ELEMENTARY SCHOOL | PRIMARY SCHOOL | | 1999 | 2004 | GRADUATED | 2004 | N/A |
| SECONDARY | BAYBAY NATIONAL HIGH SCHOOL | SECONDARY SCHOOL | | 2004 | 2008 | GRADUATED | 2008 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | | | - | | | | |
| COLLEGE | VISAYAS STATE UNIVERSITY | BS IN COMPUTER SCIE | ENCE | 2008 | 2010 | 33 UNITS | | |
| GRADUATE STUDIES | N/A | | | | | | 11/2/ 2 | |
| | . (0 | Continue on separate sheet if neces | ssary) | | _ | | | |
| SIGNATURE | H | | | D | ATE | 2 2 | 0/24 | |

| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMEN | | | ORGANIZATIOI | V/S | | | |
|---|--|-------------------------------|----------------------|--------------------------------|--|--|--|
| 29. NAME & ADDRESS OF ORGANIZATION (Write in full) | | SIVE DATES /dd/yyyy) To | NUMBER OF HOURS | | POSITION / NATURE OF WORK | | |
| N/A | T | | | | | | |
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| (C VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING (| ontinue on separat PROGRAMS A | | 117 | | | | |
| (Start from the most recent L&D/training program and include only the relevant L&D/training taken for | | | ief/Executive/Manage | rial positions) | | | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To 1/15/2019 1/15/2019 | | | Type of LD (Managerial/ | CONDUCTED/ SPONSORED BY | | |
| (Write in full) | | | NUMBER OF HOURS | Supervisory/ Technical/etc) | (Write in full) | | |
| Orientation of JO Clerk and Lab. Tech. | | | 8 HOURS | | VISAYAS STATE UNIVERSITY | | |
| | - | + | | Technical | | | |
| Target Setting Workshop | 8/20/2018 | 8/21/2018 | 16 HOURS | Technical | VISAYAS STATE UNIVERSITY | | |
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| | Continue on separal | e sheet if necessa | ry) | | | | |
| VIII. OTHER INFORMATION | | | | | | | |
| 31. SPECIAL SKILLS and HOBBIES 32. | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) | | | | | | |
| Computer skills, typing (MS Exel. Word) | N/A | | | | ADPA | | |
| Driving | | | | | | | |
| Motor Mechanic | | | | | | | |
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| SIGNATURE | (Continue on separate sheet if necessary) DATE | | | | 2)-41-4 | | |
| SIGNATURE | | | | AIE . | 2 20 20 CS FORM 212 (Revised 2017), Page 3 of 4 | | |
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| NAME & ADDRESS OF ORC | SANIZATION | INCLUS | SIVE DATES | | | | |
|--|---|--|----------------------|--|--------------------------------|--|--|
| (Write in full) | | (mm/dd/yyyy) | | NUMBER OF HOURS | | POSITION / NATURE OF WORK | |
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| LEARNING AND DEVELOPMENT (L&D) I | | | | • | | | |
| t from the most recent L&D/training program and include | only the relevant L&D/training taken fo | r the last five (5) yea | ars for Division Ct | ief/Executive/Manage | erial positions) | | |
| TITLE OF LEARNING AND DEVELOPMENT INTER | VENTIONS/TRAINING PROGRAMS | INCLUSIVE DATES OF ATTENDANCE | | | Type of LD (Managerial/ | CONDUCTED/ SPONSORED BY | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | | (mm/dd/yyyy) From To | | NUMBER OF HOURS | Supervisory/ Technical/etc) | (Write in full) | |
| | | | | | | VISAVAS STATE LIMIVEDSITV | |
| entation of JO Clerk and Lab. Tech. | 1/15/2019 | 1/15/2019 | | Technical | VISAYAS STATE UNIVERSITY | | |
| get Setting Workshop | | 8/20/2018 | 8/21/2018 | 16 HOURS | Technical | VISAYAS STATE UNIVERSITY | |
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| | | (Continue on sepa | rate sheet if neces | sary) | | | |
| III. OTHER INFORMATION | | | | | | | |
| 31. SPECIAL SKILLS and HOBBIES | NON-ACADEMIC DISTINCTIONS / RECOGNITION 32. (Write in full) MEMBERSHIP IN ASSOCIATION/ORGAL (Write in full) | | | | | | |
| | | ADPA | | | | | |
| Computer skills, typing (MS Exel. Word) | N/A ADPA | | | | | | |
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| Motor Mechanic | | | | | | | |
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| | 1 | (Continue on se | parate street ii nac | | DATE | 2/20/24 | |
| SIGNATURE | I H | | | | | CS FORM 212 (Revised 2017) | |

| | Are you related by consanguinity or affinity to the appointing | | | 3 |
|-------|--|---|--|------------------------------|
| | chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, | supervision over you in the Office, | | |
| | a. within the third degree? | YES 🗸 | NO | |
| | b. within the fourth degree (for Local Government Unit - Care | | NO | |
| | b. Walling and Todalah dogree (for Lood) Corolling in Control | If YES, give details: | | |
| | | | | |
| 35. | a. Have you ever been found guilty of any administrative offer | YES 🗸 | NO | |
| | | If YES, give details: | | |
| | | | | |
| | b. Have you been criminally charged before any court? | | ☐ YES ☑ | NO |
| | | If YES, give details: | | |
| | | | Date Filed: | |
| | | 1 1 P 1 P L | Status of Case/s: | |
| | Have you ever been convicted of any crime or violation of an any court or tribunal? | 1 1123 | NO | |
| | | If YES, give details: | | |
| 27 | Have you ever been separated from the service in any of the | a following modes: resignation | | 7 |
| | retirement, dropped from the rolls, dismissal, termination, en | | YES If YES, give details: | NO NO |
| | (abolition) in the public or private sector? | | | |
| | a. Have you ever been a candidate in a national or local elec | ction held within the last year (except | | ✓ NO |
| | Barangay election)? | | If YES, give details: | |
| | b. Have you resigned from the government service during the | | | √ NO |
| | election to promote/actively campaign for a national or local | | If YES, give details: | |
| 39. | Have you acquired the status of an immigrant or permanent | resident of another country? | | ☑ NO |
| | | | If YES, give details (co | ountry): |
| 40 | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag | O f Di /DA | | |
| | 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), | | | |
| | Are you a member of any indigenous group? | | ☐ YES | ☑ NO |
| | | | If YES, please specify: | |
| b. | Are you a person with disability? | | ☑ NO | |
| C. | Are you a solo parent? | If YES, please specify ID | | |
| | | If YES, please specify ID | No: | |
| 41. | REFERENCES (Person not related by consanguinity or affinity to applicant I/ | /appointee) | | |
| | NAME | ADDRESS | TEL. NO. | |
| | LUTHGARDA S. PALOMAR | BRGY. SAN AGUSTIN, BAYBAY CITY | 9354498306 | |
| | LOUELLA C. AMPAC | | | |
| | | BAYBAY CITY, LEYTE | 9175423297 | 4. |
| 10 | DANIEL LESLIE S. TAN | VSU, BAYBAY CITY, LEYTE | 1002 | |
| 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 pertine Philippines. I authorize the agency head/authorized represer | ent laws, rules and regulations of the | Republic of the | DAVE DETED C TAYM |
| | agree that any misrepresentation made in this document | ment and its attachments shall cour | ed herein. | DIVILITION O. JAIN |
| | administrative/criminal case/s against me. | mone and no attachments shall caus | se the ming of | PHOTO |
| Gov | vernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | |
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| | 20 | FEB 2024 , affiant exhibiting | ig his/her validly issued govern | nment ID as indicated above. |
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| | | ATTY, FAZAN C. GUINOCOR | | |
| | | VSU Chief Legal Officer | | |
| | | Person Administering Oath | The state of the s | |
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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: July 3, 2023 present
- Position: Administrative Aide I (Utility Worker I)
- Name of Office/Unit: National Coconut Research Center Visavas
- Immediate Supervisor: Marisel A. Leorna
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Responsible for maintaining the cleanliness of the office and it's surroundings. Does messengerial of the office papers.
- Duration: April 7, 2011- June 30, 2023
- Position: Clerk (Job Order)
- Name of Office/Unit: Budget Office/ OVPAF
- Immediate Supervisor: Daniel Leslie S. Tan
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Responsible in performing administrative task, receives and release office papers responds to queries and performs other related functions.

DAVE PETER G. JAYME

(Signature over Printed Name of Employee/Applicant)

Date: 2/20/2024