

## PERSONAL DATA SHEET

**WARNING:** Any misinterpretation 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	ECLEO		
FIRST NAME	JESSAMINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUEVAS		
3. DATE OF BIRTH (mm/dd/yyyy)	07/09/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	ODH, Ormoc City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	N/A
7. HEIGHT (m)	1.55	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	65		N/A Pangasugan
9. BLOOD TYPE	"A"		Subdivision/Village Barangay
10. GSIS ID NO.	006-0177-9018-3		Baybay Leyte
11. PAG-IBIG ID NO.	121094609762		City/Municipality Province
12. PHILHEALTH NO.	13-000104538-6	ZIP CODE	6521-A
13. SSS NO.	N/A	18. PERMANENT ADDRESS	N/A
14. TIN NO.	282-117-644	19. TELEPHONE NO.	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00735		N/A Pangasugan
			Subdivision/Village Barangay
			Baybay Leyte
			City/Municipality Province
		20. MOBILE NO.	09255800905
		21. E-MAIL ADDRESS (if any)	<a href="mailto:cuevasjessamine@yahoo.com">cuevasjessamine@yahoo.com</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ECLEO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DANIEL	JR.	DANIELLE SOPHIA C. ECLEO	05/20/2010
MIDDLE NAME	TORITA		FRANCIS DANIEL C. ECLEO	11/03/2013
OCCUPATION	Project Evaluation Officer I			
EMPLOYER/BUSINESS NAME	Agricultural Training Institute - RO VIII			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	09399253019			
24. FATHER'S SURNAME	CUEVAS			
FIRST NAME	JOSE	JR.		
MIDDLE NAME	FRANCISCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	BACASON			
FIRST NAME	SALOME			
MIDDLE NAME	CAMAROTE			

(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	CONCEPCION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1994	2000	N/A	2000	VALEDICTORIAN
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2004	N/A	2004	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	B.S. IN COMPUTER SCIENCE	2004	2008	N/A	2008	
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY	MASTER IN PUBLIC ADMINISTRATION	2015	2017	N/A	2017	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/2017
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.*

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/2017
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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					

(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			
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	Visayas State University
	Seminar-Workshop on SS & Records Management	02/18/2017	02/18/2017	8	Technical	Visayas State University
	OVPAP Strategic Planning Workshop	02/15/2017	02/16/2017	16	Technical	Visayas State University
	Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	AJA Registrars, Inc.
	Seminar on Appraisal and Disposal on Government Properties	06/07/2016	06/09/2016	24	Technical	Commission on Audit - RO XI
	Workshop for AACUP Institutional Accreditation (2nd Round)	05/10/2016	05/12/2016	24	Technical	Visayas State University
	Training on R.A. 9184 or Government Procurement Reform Act (GPRA) w/ Updates on Agency Procurement Compliance & Performance Indicators (APCPI) and On-line Procurement Performance and Compliance Indicators System (OPPCIS)	04/11/2016	04/12/2016	16	Technical	Development Academy of the Philippines
	Training Workshop on the Use of the Agency Procurement Compliance and Performance Indicators	08/13/2015	08/14/2015	16	Technical	Government Procurement Policy Board - Technical Support Office
	Planning Workshop on the Preparation & Processing of Documents Relative to Procurement	05/27/2015	05/27/2015	4	Technical	Visayas State University
	VSU Web Development Workshop	01/19/2015	01/21/2015	24	Technical	Visayas State University
	UACS Application Course-Training Program	11/4/2014	11/6/2014	24	Technical	Department of Business Management / Visayas State University
	PhilGEPS Training for Buyers	09/03/2014	09/04/2014	16	Technical	eBlackBoards Solin's Inc.
	Full Length Training on RA 9184 and its Revised IRR	07/22/2013	07/24/2014	24	Technical	Government Procurement Policy Board / Department of Business Management
	Energy Efficiency and Conservation Seminar	03/13/2013	03/13/2013	8	Technical	Department of Energy
	Forum on Anti-Red Tape Law and CSC Policy on Cash Advances	09/24/2012	09/24/2012	8	Technical	Visayas State University

(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)
	PC Operation		N/A		VSU-Administrative Personnel

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/25/2017
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. ROBERTO C. GUARTE</td> <td>College of Engineering</td> <td>09173108078</td> </tr> <tr> <td>MS. ALICIA M. FLORES</td> <td>Supply Procurement &amp; Property Management Office</td> <td>053-563-7190</td> </tr> <tr> <td>PROF. WINSTON M. TABADA</td> <td>Department of Computer Science &amp; Technology</td> <td>053-563-7068</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ROBERTO C. GUARTE	College of Engineering	09173108078	MS. ALICIA M. FLORES	Supply Procurement & Property Management Office	053-563-7190	PROF. WINSTON M. TABADA	Department of Computer Science & Technology	053-563-7068
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<p>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.</p>													
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<p>SUBSCRIBED AND SWORN to before me this <u>APR 25 2017</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYSAN C. GUINOCOR</b>              NOT. PUBLIC              UNTIL DECEMBER 31, 2017           </div>													