

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 | 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 | Ormoc District Hospital, Ormoc City | If holder of dual citizenship, please indicate the details. | <input checked="" 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 | |
| 7. HEIGHT (m) | 1.55 | ZIP CODE | House/Block/Lot No. Street |
| 8. WEIGHT (kg) | 72 | | Visca Pangasugan |
| 9. BLOOD TYPE | "A" | | Subdivision/Village Barangay |
| 10. GSIS ID NO. | CRN-006-0177-9018-3 | | Baybay Leyte |
| 11. PAG-IBIG ID NO. | 121094609762 | | City/Municipality Province |
| 12. PHILHEALTH NO. | 13-000104538-6 | 6521 | |
| 13. SSS NO. | N/A | 18. PERMANENT ADDRESS | |
| 14. TIN NO. | 282-117-644 | ZIP CODE | House/Block/Lot No. Street |
| 15. AGENCY EMPLOYEE NO. | V00735 | | Visca Pangasugan |
| | | | Subdivision/Village Barangay |
| | | | Baybay Leyte |
| | | | City/Municipality Province |
| | | 6521 | |
| | | 19. TELEPHONE NO. | N/A |
| | | 20. MOBILE NO. | 09985550106 |
| | | 21. E-MAIL ADDRESS (if any) | jessamine.ecleo@vsu.edu.ph |

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 | NAME EXTENSION JR | DANIELLE SOPHIA C. ECLEO | May 20, 2010 |
| MIDDLE NAME | TORITA | | FRANCIS DANIEL C. ECLEO | November 3, 2013 |
| OCCUPATION | Small Business Entrepreneur | | DANIELLE STEPHANIE C. ECLEO | August 11, 2023 |
| EMPLOYER/BUSINESS NAME | GECB WATER REFILLING STATIONS | | | |
| BUSINESS ADDRESS | A. Mabini St., & R. Magsaysay St., Baybay City | | | |
| TELEPHONE NO. | 053-563-9980 | | | |
| 24. FATHER'S SURNAME | CUEVAS | | | |
| FIRST NAME | JOSE | NAME EXTENSION JR. | | |
| MIDDLE NAME | FRANCISCO | | | |
| 25. MOTHER'S MAIDEN NAME | BACASON | | | |
| SURNAME | CUEVAS | | | |
| 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) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---------------------------|-------------------------------------|---|----------------------|------|--------------------------------------|----------------|---------------------------------------|
| | | | From | To | | | |
| ELEMENTARY | CONCEPCION ELEMENTARY SCHOOL | Graduate | 1994 | 2000 | N/A | 2000 | Valedictorian |
| SECONDARY | NEW ORMOC CITY NATIONAL HIGH SCHOOL | Graduate | 2000 | 2004 | N/A | 2004 | |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | VISAYAS STATE UNIVERSITY | Bachelor of Science in Computer Science | 2004 | 2008 | N/A | 2008 | |
| GRADUATE STUDIES | CEBU TECHNOLOGICAL UNIVERSITY | Masters in Public Administration | 2015 | 2017 | N/A | 2017 | |


| | | | |
|---|--|------|---------|
| (Continue on separate sheet if necessary) | | | |
| SIGNATURE | | DATE | 7/31/24 |

[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

| | | | |
|-----------|---|------|---------|
| SIGNATURE |  | DATE | 7/31/24 |
|-----------|---|------|---------|

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 | | |
| | People Managers Association of SUCs, Inc. (PMASUC, Inc.) | 08/30/2022 | 08/30/2023 | | Member |
| | | | | | |
| | | | | | |

(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 | | | |
| | Transformational Leadership in a Changing Environment | 06/18/2024 | 06/21/2024 | 32 | Technical | POAP |
| | FY 2024 Procurement Forum | 03/07/2024 | 03/07/2024 | 4 | Technical | GPPB-TSO |
| | Planning, Budgeting, and Expenditure Management in SUCs | 05/16/2023 | 05/18/2023 | 24 | Technical | PASUC |
| | Seminar-Workshop on the Establishment of Records Center and Archival Systems | 09/13/2022 | 09/15/2022 | 24 | Technical | National Archives of the Philippines |
| | National Convention cum Seminar 2022 | 08/30/2022 | 09/01/2022 | 24 | Technical | People Managers Association of SUCs, Inc. (PMASUC, Inc.) |
| | Workshop on the Formulation of SUC's Customized Procurement and IGP Manual for Region 8 | 08/18/2022 | 08/20/2022 | 24 | Technical | Philippine Association of SUCs - Region 8 |
| | Tactical and Strategic Approaches for the Procurement Management of SUCs | 07/27/2022 | 07/29/2022 | 24 | Technical | Philippine Association of SUCs |
| | PhilGEPS Online Training for Buyers | 05/30/2022 | 05/31/2022 | 16 | Technical | e-Blackboards Learning and Solutions Inc. |
| | Virtual Training on RA9184 and its Revised IRR | 05/3/2022 | 05/7/2022 | 20 | Technical | GPPB-TSO |
| | Workshop on Revisiting the Strategic Plan of ODAS & GSO | 03/16/2022 | 03/17/2022 | 16 | Technical | Visayas State University |
| | FY 2021 Procurement Forum | 01/20/2022 | 01/20/2022 | 8 | Technical | GPPB-TSO |
| | Seminar-Workshop on Procurement: Rationalizing the Process and Impact on SUC Administration | 03/05/2019 | 03/07/2019 | 24 | Technical | PASUC |
| | Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act of 9184 | 03/20/2019 | 03/22/2019 | 24 | Technical | GPPB-TSO & VSU |
| | AGAP Convention-Seminar | 10/17/2018 | 10/20/2018 | 32 | Technical | AGAP, Inc. |
| | Target Setting Workshop | 08/20/2018 | 08/21/2018 | 16 | Technical | Visayas State University |
| | Seminar on Preparation of Project Procurement Management Plan and Annual Procurement Plan | 11/14/2017 | 11/17/2017 | 32 | Technical | SCCE Training Center |
| | Records Management Training | 07/06/2017 | 07/07/2017 | 16 | Technical | Visayas State University |
| | Seminar/Workshop on the Philippine Bidding Documents | 06/28/2017 | 06/30/2017 | 24 | Technical | AGIA, Inc. |
| | ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit | 03/02/2017 | 03/03/2017 | 16.0 | Technical | Visayas State University |
| | Seminar-Workshop on 5S & Records Management | 02/18/2017 | 02/18/2017 | 8.0 | Technical | Visayas State University |
| | OVPAF Strategic Planning Workshop | 02/15/2017 | 02/16/2017 | 16.0 | Technical | Visayas State University |
| | Internal Quality Audit Training | 01/23/2017 | 01/25/2017 | 24.0 | Technical | AJA Registrars, Inc. |
| | Procurement Planning Workshop | 09/13/2016 | 09/13/2016 | 8.0 | Technical | Visayas State University |
| | | | | | | |

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|--------------------------------------|--|-----|--|
| | PC Operation & Basic Troubleshooting | N/A | | N/A |
| | | | | |
| | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|---------|
| SIGNATURE |  | DATE | 7/31/24 |
|-----------|---|------|---------|

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

| 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 on Appraisal and Disposal on Government Properties | 06/07/2016 | 06/09/2016 | 24 | Technical | Commision 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 Soln'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 |

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or chief of bureau or office or to the person who has immediate supervision over you in the 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

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)

| NAME | ADDRESS | TEL. NO. |
|--------------------------|--|----------------------------|
| DR. DILBERTO O. FERRAREN | OVPPRGAS, VSU, Visca, Baybay City, Leyte | 053 565 0600 local 1004 |
| ATTY. RYSAN C. GUINOCOR | ODAS, VSU, Visca, Baybay City, Leyte | 053 565 0600 local 1072 |
| MS. HONEY SOFIA V. COLIS | ODHRM, VSU, Visca, Baybay City, Leyte | 053 565 0600 local 1080 |

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS Umid Card


ID/License/Passport No.: CRN-006-0177-9018-3

Date/Place of Issuance:

Signature (Sign inside the box)

7/31/24

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 OCT 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

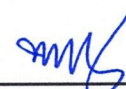
CS FORM 212 (Revised 2017), Page 4 of 4

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 2020 – present (as Head of Procurement Office)
2013-2018 & 2020-present (as Head of BAC Secretariat)
- Position: Information Systems Analyst I
- Name of Office/Unit: Procurement Office
- Immediate Supervisor: Atty. Rysan C. Guinocor
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Revised the two (2) quality procedures of the Procurement Office
 - Prepared two (2) additional quality procedures for the Procurement Office
 - Re-structured the Procurement Office into three (3) sections according to NBC 2015-558 (Guidelines in the Organization and Staffing of Procurement Units)
 - Initiated the assigning of unique bidding reference number for each procurement project for competitive bidding for easy identification
 - Initiated the adoption of color-coding scheme for bidding proposals for easy identification
- Summary of Actual Duties
 - Supervises all the staff of the Procurement Office
 - Supervises and directs all the functions of the three (3) sections in the Procurement Office: (1) Procurement Planning, (2) BAC Secretariat, and (3) Contract Management.
 - Supervises and directs the office for ISO compliance and audit readiness
 - Supervises and directs the conduct of early procurement activities
 - Reviews and/or signs the following documents: (1) Request for Quotations, (2) Abstract of Bids, (3) Purchase Orders, (4) Vouchers, (5) APP, (6) Supplemental APP, (7) Summary of Evaluation of External Providers, (8) COA quarterly report of publicized projects, (9) BAC Resolutions for Alternative Method transactions, and other procurement-related and BAC-related documents
 - Prepares the following documents: (1) Procurement Monitoring Reports (PMRs), (2) Agency Procurement Compliance and Performance Indicator (APCPI) report, (3) BAC Resolutions for Competitive Bidding, and other reports requested or required for submission to any regulatory bodies
 - Reviews Abstract of Bids and Purchase Orders
 - Reviews and signs request for quotations
 - Reviews and signs disbursement vouchers for payment to suppliers



JESSAMINE C. ECLEO

Date: July 31, 2024