

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 () ☐ 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	JAYME		
FIRST NAME	DAVE PETER	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GODOY		
3. DATE OF BIRTH (mm/dd/yyyy)	12/21/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.68M	ZIP CODE	
8. WEIGHT (kg)	72 KG		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	1212-0151-5472		
12. PHILHEALTH NO.	13-000109046-2		
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			
SURNAME	GODOY		
FIRST NAME	LORENDA		
MIDDLE NAME	PANCITO		(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	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 SCIENCE	2008	2010	33 UNITS		
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE

IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Drivers License			BAYBAY CITY	H12-10-001487	12/21/2033
	NC II IN DRIVING		FEB. 12, 2019		1908370200230 1	FEB. 11, 2024

(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	
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[illegible]

(Continue on separate sheet if necessary)

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










[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer skills, typing (MS Excel, Word)	N/A	ADPA
Driving		
Motor Mechanic		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>LUTHGARDA S. PALOMAR</td><td>BRGY. SAN AGUSTIN, BAYBAY CITY</td><td>9354498306</td></tr><tr><td>LOUELLA C. AMPAC</td><td>BAYBAY CITY, LEYTE</td><td>9175423297</td></tr><tr><td>DANIEL LESLIE S. TAN</td><td>VSU, BAYBAY CITY, LEYTE</td><td>1002</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	LUTHGARDA S. PALOMAR	BRGY. SAN AGUSTIN, BAYBAY CITY	9354498306	LOUELLA C. AMPAC	BAYBAY CITY, LEYTE	9175423297	DANIEL LESLIE S. TAN	VSU, BAYBAY CITY, LEYTE	1002
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: Drivers License</td></tr><tr><td>ID/License/Passport No.: H12-10-001487</td></tr><tr><td>Date/Place of Issuance:</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: Drivers License	ID/License/Passport No.: H12-10-001487	Date/Place of Issuance:	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	Date Accomplished					
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SUBSCRIBED AND SWORN to before me this <u>28 JUN 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYLAN C. GUINODON VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYLAN C. GUINODON VSU Chief Legal Officer	Person Administering Oath										
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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: February 5, 2024- Present
- Position: Driver II
- Name of Office/Unit: USHER
- Immediate Supervisor: Dr. Elwin Jay V. Yu
- Name of Agency/Organization and Location: Visayas State University, baybay City, Leyte
- Summary of Actual Duties
 - Responsible for driving the university ambulance for emergency and rescue operations

- Duration: July 3, 2023 – February 4, 2024
- Position: Administrative Aide I
- Name of Office/Unit: National Coconut Research Center- Visayas
- 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 its surroundings. Does messengerial of the office papers.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer iii
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.


DAVE PETER G. JAYME
(Signature over Printed Name
of Employee/Applicant)
Date: July 1, 2024