

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 | CABASE | | |
| FIRST NAME | IÑIGO EZEKIEL | | NAME EXTENSION (JR., SR) NA |
| MIDDLE NAME | QUIÑONES | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 09/10/1994 | 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 | LAS PIÑAS CITY | 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 | 503-30 de Diciembre House/Block/Lot No. Street Poblacion Zone 18 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province |
| 7. HEIGHT (m) | 1.7 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 80kg | 18. PERMANENT ADDRESS | 30 Galatians St. House/Block/Lot No. Street Camella Homes Pilar Village Subdivision/Village Barangay Las Pinas City Metro Manila City/Municipality Province |
| 9. BLOOD TYPE | O+ | ZIP CODE | 1740 |
| 10. GSIS ID NO. | NA | 19. TELEPHONE NO. | N/A |
| 11. PAG-IBIG ID NO. | 1211-8933-2132 | 20. MOBILE NO. | 09281806666 |
| 12. PHILHEALTH NO. | 0102-6088-3750 | 21. E-MAIL ADDRESS (if any) | cabase.inigo@gmail.com |
| 13. SSS NO. | 34-6490537-9 | | |
| 14. TIN NO. | 500-697-910 | | |
| 15. AGENCY EMPLOYEE NO. | NA | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|--------------------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | CABASE | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | MICHELLE AUBREY | NAME EXTENSION (JR., SR) | ZARIAH BRIELLE D. CABASE | 10/16/2020 |
| MIDDLE NAME | DOMINGO | | *Nothing follows | |
| OCCUPATION | PPA Staff | | | |
| EMPLOYER/BUSINESS NAME | Philippine Ports Authority, Hilongos | | | |
| BUSINESS ADDRESS | Hilongos, Leyte | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | CABASE | | | |
| FIRST NAME | JOSEPH | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | RAYOS | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | QUIÑONES | | | |
| FIRST NAME | MELINDA | | | |
| MIDDLE NAME | ALVAREZ | | (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 | DON CARLO CAVINNA SCHOOL | Primary | 2007 | 2011 | N/A | 2011 | N/A |
| SECONDARY | ELIZABETH SETON SCHOOL | Secondary | 2011 | 2016 | N/A | 2016 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | DE LA SALLE UNIVERSITY, DASMARIÑAS | BS MECHANICAL ENGINEERING | 2011 | 2016 | N/A | 2016 | N/A |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

| | | | |
|-----------|--|------|----------|
| SIGNATURE | | DATE | 3/9/2022 |
|-----------|--|------|----------|

| 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 |
| | PRC LICENSED - MECHANICAL ENGINEER | 82.5 | 10/12/2016 | CCP | 0092034 | 09/10/2022 |
| | LTO NON-PROFESSIONAL DRIVER'S LICENSE | N/A | 02/12/2018 | LTO, LAS PINAS CITY | N26-15-019404 | 09/10/2022 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 | 3/9/2022 |
|-----------|---|------|----------|

[illegible]

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

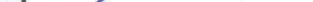
[illegible][illegible]

VIII. OTHER INFORMATION

| | | |
|--|--|--|
| | | |
|--|--|--|

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--------------------------------|--|---|
| Facilities Management | N/A | N/A |
| Safety Management | | |
| People Management | | |
| Building Maintenance | | |
| Autocad | | |
| MS Office | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 3/9/2022 |
|-----------|---|------|----------|

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)?

☐ 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

☐ 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:

Resignation on my previous employers

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 items:

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. |
|----------------------|---------|-------------|
| IRISHMAE IBARRIENTOS | MANILA | 09178055414 |
| CLIMACO ESPINA | MANILA | 09175508488 |
| ROXANNE RAZON | LAGUNA | 09159414111 |

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: PRC ID

ID/License/Passport No.: 009034

Date/Place of Issuance: MANILA

Signature (Sign inside the box)

3/9/2022

Date Accomplished

Right Thumbmark

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

Page No. _____

Book No. _____

Series of 20 _____

ATTY. RYSAN L. GUINOCOR

YSU 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 for.

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 starting with the most recent/present employment

- Duration: June 3, 2019 – December 15, 2021
- Position: Senior Facilities Engineer (Site Lead)
- Name of Office/Unit: Jones Lang Lasalle Phils., Inc.
- Immediate Supervisor: Irishmae Ibarrientos
- Name of Agency/Organization and Location: Integrated Facilities Management, Capital One Account, 19th Floor NEX Tower, Makati City
- List of Accomplishments and Contributions (if any)
 - Noticeable improvement in the overall site performance, accountability and client relationship in 2021. Notwithstanding the pandemic situation, account team was able to adapt the changes required in the operations in order to deliver the client expectations.
 - Site field manuals are updated aligned with the actual procedures implemented in the operations
 - JLL Ops Aide audit resulted to higher actual rating compared to the previous years.
 - 100% of the identified risk were discussed to the client and/ accepted. These were also loaded in the Risk Register and CMO for traction until closure.
 - No critical technical services operation issues which could result to possible claim against the company.
 - Leadership skill is exemplary, was able to drive the team's energy into common objective. All necessary touch point to assure traction within the team was achieved.
 - Succession planning was in place and was effectively implemented when attrition happen.
 - Actively participated in the JLL training and development programs
 - Continuous knowledge transfer to account team on every corporate program involvement
 - BAU operations deliverable are met on time. Reports are shared to the client without adverse comment and escalations
- Summary of Actual Duties
 - Lead the JLL management team in the delivery of facility management services. Ensure that the maintenance services are delivered in line with the contractual commitments and within budgets.
 - Define the technical, commercial terms and conditions; define the operational scope and
 - develop tender documents for Annual Maintenance Contracts.
 - Conduct competitive tendering exercise and identify suitable specialist subcontractors for the site, carry out comparative analysis and make recommendations to Client on the most appropriate subcontractors.
 - Develop Service Level Agreements and assist the Jones Lang LaSalle procurement department in closing Service Level Agreements between Jones Lang LaSalle and its vendors.
 - Evaluate the team deployed by Vendors on site to ensure correct level and scale of resources.
 - Assess Service Levels and Performance Indicators with the Client representative and define the mechanism to assess the performance levels of various subcontractors.
 - Assess performance of the subcontractors based on performance assessment criteria as agreed jointly between Client, Jones Lang LaSalle and its subcontractors.
 - Setting annual goals for generating savings in area of such as energy and cost of
 - maintenance operations.
 - Ensure compliance of minimum wages acts for payments and statutory compliance through specialist professionals.
 - Maintain all records related to the performance of facility management operations on
 - Client site
 - Ensuring that the subcontractors are meeting their commitments on scheduled delivery of trainings.
 - Ensure that the subcontractors have a planned, structured and solution-based approach to the delivery of maintenance services.
 - Analyze call outs to understand trends; undertake strategic initiatives to minimize the
 - same.
 - Scheduled cross feedback from subcontractors and Client staff on our process to improve services level &

satisfaction in organization.

- Train team members on all Quality policies & procedures.
- Audit sub-contractors on quality of materials & upkeep of the site.
- Review the performance of Jones Lang LaSalle staff and conduct performance appraisals from time to time.
- Liaison with the client Finance team
- Interface with client and Jones Lang LaSalle finance department to raise client billing / invoicing and follow up with the client representatives for the payments.
- Develop MIS reports for Jones Lang LaSalle's management team and necessary client reporting.
- Chair the monthly progress meeting during the absence of operations manager. Duties are in accordance with the Scope of Work & include:
 - General Administration & Management:
 - Client & Business Unit Liaison
- Team management including Vendor team (onsite personnel) Prepare, submit and review Monthly Report to client
- Preparation and submission of management reports/analysis as and when required by client
- Assistance to Client - FM for preparation of Annual Budget
- Formulation and implementation of Policies & Procedures Including Annual Update of Operations Manual
- Property Services, Routine & Ad-Hoc Maintenance
- Oversee operation and maintenance of facilities; M&E matters, housekeeping, conference rooms, resolving operational issues, etc.
- Operational Risk Management
- Update and implement Emergency Response plan; drills etc. as required After office hours facilities assistance response
- Operational Audits and Compliance Escalation of Incidents/Problems Vendor & Contractor Management
- Evaluate Vendor Procurement & Contracts Administration & Management

- Duration: October 2018 – April 2019
- Position: Site Engineer
- Name of Office/Unit: Ranmar Construction Services
- Immediate Supervisor: Arman Modina
- Name of Agency/Organization and Location: Site Engineer, Okada Manila, Pasay City
- List of Accomplishments and Contributions (if any)
 - Able to meet deadlines with regards to installation of the Mechanical, Plumbing, and Fire Protection System
 - Provide Bill of Material to completely finish the project on time
- Summary of Actual Duties
 - Evaluate and to assess the work site condition
 - Provide detailed engineering and scheduling
 - Conducts inspection or quality assurance
 - Handle 100+ manpower

- Duration: March 2017 – February 2018
- Position: Production Engineer
- Name of Office/Unit: Samsung Electro-Mechanic Phils. Corp.
- Immediate Supervisor: Roxanne Razon
- Name of Agency/Organization and Location: Production Management, Samsung Electro-Mechanic Phils. Corp.
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - My work as an engineer in SEMPIL is not limited to production side. I have also been a technical engineer and handled also machine efficiency. But, as a production engineer, I handle the manpower, the production result, the quality issue encountered in the process, and my process is not limited to one but also, I have handled the previous and the next process.



ENGR. INIGO EZEKIEL Q. CABASE

(Signature over Printed Name
of Employee/Applicant)

Date: 3/9/2022