

## 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	OCHAVILLO		
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CEQUIÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/18/1984	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	Albuera, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	540 F. Celedio House/Block/Lot No. Street Damulaan Subdivision/Village Barangay Albuera Leyte City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6542
8. WEIGHT (kg)	55		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	540 F. Celedio House/Block/Lot No. Street Damulaan Subdivision/Village Barangay Albuera Leyte City/Municipality Province
10. GSIS ID NO.	2005687865	ZIP CODE	6542
11. PAG-IBIG ID NO.	0017-6002-7508		
12. PHILHEALTH NO.	13-050092882-5		
13. SSS NO.	09-2969059-1	19. TELEPHONE NO.	N/A
14. TIN NO.	270-458-523	20. MOBILE NO.	09468032910
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	bogsochavillo@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	OCHAVILLO		N/A	N/A
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	DADOBO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CEQUIÑA		N/A	N/A
FIRST NAME	JUDITH		N/A	N/A
MIDDLE NAME	GALANO		(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	DAMULAN CENTRAL SCHOOL	PRIMARY EDUCATION	06/1/1991	03/31/1997	Graduated	1997	3rd Honorable Mention
SECONDARY	DAMULAN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/01/1997	04/01/2001	Graduated	2001	1st Honorable Mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	MINDANAO STATE UNIVERSITY - MARAWI CITY	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	06/01/2001	11/21/2007	Graduated	2007	Academic Scholar
GRADUATE STUDIES	CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY	MASTER OF ENGINEERING MAJOR IN MECHANICAL ENGINEERING	06/17/2017	05/25/2019	Graduated	2019	K to 12 CHED Scholar

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/09/2021
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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
	BOARD OF MECHANICAL ENGINEERING	79.35%	October 16-17,2007	Cebu City	0069642      04/18/2021

(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.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format *00-0*/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	8/5/2019	8/5/2021	Instructor I	Department of Mechanical Engineering Visayas State University	26052.00	SG 12	Temporary	Y
	8/1/2018	05/31/2019	Part-time Instructor	Department of Mechanical Engineering Visayas State University	120/hr	N/A	Job Order	N
	6/1/2016	05/31/2017	Senior Science Research Specialist	VSU- Phil-LiDAR 1 Project	43600.00	N/A	Job Order	N
	07/16/2014	05/31/2016	Research Associate	VSU- Phil-LiDAR 1 Project	32000.00	N/A	Job Order	N
	8/1/2016	12/31/2016	Part-time Instructor	Department of Mechanical Engineering Visayas State University	120/hr	N/A	Job Order	N
	1/2/2012	07/24/2012	Shift Supervisor	Robinsons Land Corporation	12500.00	N/A	Permanent	N
	04/16/2010	12/5/2011	Project Engineer	Watercare International Sales, Inc.	15000.00	N/A	Permanent	N
	01/27/2009	4/11/2010	Cadet Engineer	Pulp Specialties Philippines, Inc.	7500.00	N/A	Permanent	N
	08/22/2008	12/27/2008	Engineering Aide	Astir Engineering Works, Inc.	6000.00	N/A	Permanent	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/09/2021
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[illegible]

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

INCLUSIVE DATES OF				

[illegible]

VIII. OTHER INFORMATION










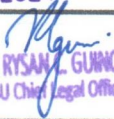
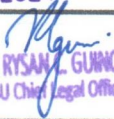
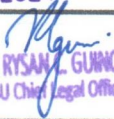
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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Playing Guitar	N.A	Philippine Society of Mechanical Engineers
Song Writing	15015 JUNE 1 2	
Playing Chess	15015 JUNE 1 2	

SIGNATURE		DATE	08/09/2021
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SIGNATURE	<i>[Signature]</i>	DATE	08/07/2021
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>resignation and finished contract</u>												
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>Engr. Rodolfo A. Casane, Jr.</td><td>Albuera, Leyte</td><td>9463737017</td></tr><tr><td>Engr. Jundy R. Castil</td><td>Visca, Baybay City, Leyte</td><td>9124147540</td></tr><tr><td>Dr. Pastor P. Garcia</td><td>Visca, Baybay City, Leyte</td><td>9206993889</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Engr. Rodolfo A. Casane, Jr.	Albuera, Leyte	9463737017	Engr. Jundy R. Castil	Visca, Baybay City, Leyte	9124147540	Dr. Pastor P. Garcia	Visca, Baybay City, Leyte	9206993889
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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: PRC</td></tr><tr><td>ID/License/Passport No.: 0069642</td></tr><tr><td>Date/Place of Issuance: 08/24/2018/ PRC - Ormoc</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: PRC	ID/License/Passport No.: 0069642	Date/Place of Issuance: 08/24/2018/ PRC - Ormoc	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>08/09/2021</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	08/09/2021	Date Accomplished				
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EDGARDO A. OCHAVILLO													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>31 AUG 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
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Person Administering Oath													



## 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: August 2019 - present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City

- List of Accomplishments and Contributions (if any)

Teaching of major subjects in Mechanical Engineering courses

- Summary of Actual Duties

Facilitated discussion sessions of students for mechanical engineering courses.

Preparation and revision of Syllabus and other teaching materials.

Perform functions relative to committee memberships and other assignments related to quality assurance and other accreditation functions.

Perform other tasks assigned by the immediate superior.

- Duration: August 2018 – May 2019, August 2016 – December 2016
- Position: Part Time Instructor
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Jundy R. Castil / Celso Gumaod
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City

- List of Accomplishments and Contributions (if any)

Teaching of major subjects in Mechanical Engineering courses

- Summary of Actual Duties

Facilitated discussion sessions of students for mechanical engineering courses ( Thermodynamics & Refrigeration Engineering ).

- Duration: June 2016 – May 2017
- Position: Senior Science Research Specialist, Phil-LiDAR 1 Project
- Name of Office/Unit: Phil-LiDAR 1/ Flood Modelling Component
- Immediate Supervisor: Florentino Morales
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City

- Summary of Actual Duties

Flood Hazard Mapping of the Philippines using LiDAR(Light Detection and Ranging).  
Develop skills in hydraulic and hydrologic modelling and calibration using HECRAS and HEC-HMS software.  
Planning and supervision of hydraulic and hydrologic calibration works.

- Duration: July 2014 – May 2016
- Position: Research Associate, Phil-LiDAR 1 Project
- Name of Office/Unit: Phil-LiDAR 1/ Flood Modelling Component
- Immediate Supervisor: Pastor P. Garcia
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City

- Summary of Actual Duties

Flood Hazard Mapping of the Philippines using LiDAR(Light Detection and Ranging)  
Hydrologic and hydraulic model set up and calibration  
Field data gathering ( rainfall, discharge, water level and cross section )

- Duration: January 2012 – January 2013
- Position: Shift Supervisor
- Name of Office/Unit: Operation and Maintenance Department
- Immediate Supervisor: Mary Ann Traqueña
- Name of Agency/Organization and Location: Robinsons Land Corporation, Mandaluyong City

- Summary of Actual Duties

Operation and Maintenance supervision of all building equipment. Air Conditioning equipment such as, chillers air handling units, cooling towers fans & blowers.  
Waste water treatment, generator set, transformers and lighting system, fire pro system  
Supervision of troubleshooting and reconditioning of equipment  
Ensure that construction standards are met by conducting site inspection and checking of proposed plans for new tenants.



- Duration: April 2010 – December 2011
- Position: Project Engineer
- Name of Office/Unit: Engineering Department
- Immediate Supervisor: Catherine Co
- Name of Agency/Organization and Location: Watercare International Sales, Inc. Quezon City

- Summary of Actual Duties

Project Implementation & supervision.

Provide shop drawing in accordance with the actual set up of water filtration equipment.

Attend coordination meeting with project's architect, engineers and contractors.

Preparation of material cost estimate.

Supervision of troubleshooting of equipment (e.g., pumps and water filtration equipment)

Supervise installation of water filtration equipment.

- Duration: April 2010 – December 2011
- Position: Cadet Engineer
- Name of Office/Unit: Maintenance Department
- Immediate Supervisor: Delfin Ferrer
- Name of Agency/Organization and Location: Pulp Specialties Philippines, Inc. Albura, Leyte

- Summary of Actual Duties

Responsible for Preventive and Corrective maintenance of all manufacturing equipment

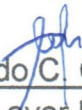
Supervision of mechanical works such as troubleshooting and reconditioning of mechanical equipment (e.i.pumps, horizontal and inclined conveyors, compressors, screening machines, steam generators, cylindrical dryers, fourdrinier machines.)

Supervision of pump installation, fabrication and shop works

- Duration: August 2008 – December 2008
- Position: Engineering Aide
- Name of Office/Unit: Engineering Department
- Immediate Supervisor: Glenn Mansueto A. Busarang, Jr.
- Name of Agency/Organization and Location: Astir Engineering Works, Inc., Cebu City

- Summary of Actual Duties

Conduct survey on site.  
Preparation of material cost estimate and quotations  
Assist/Monitoring of projects

  
\_\_\_\_\_  
Edgardo C. Ochavillo  
(Signature over Printed Name  
of Employee/Applicant)

Date: 8/9/2021