

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	GUATLO		
FIRST NAME	JUCEL MARIE		NAME EXTENSION (JR., SR)
MIDDLE NAME	TORREVILLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	5/27/1996	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	PASIG CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	119 RIZAL STREET House/Block/Lot No. Street DISTRICT 21 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	6541
8. WEIGHT (kg)	45		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	119 RIZAL STREET House/Block/Lot No. Street DISTRICT 21 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6541
11. PAG-IBIG ID NO.	121216074792		
12. PHILHEALTH NO.	13-252796554-7		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	715-049-744	20. MOBILE NO.	09751490979
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	imarieguatlo@vsu.edu.ph

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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GUATLO			
FIRST NAME	MANUEL	JR.		
MIDDLE NAME	CACHUELA			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORREVILLAS			
FIRST NAME	CELSA			
MIDDLE NAME	DIANO		(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	ORMOC CITY SPED CENTER	PRIMARY EDUCATION	2002	2008		2008	HIGHEST HONORS
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL (SCIENCE CLASS CURRICULUM)	2008	2012		2012	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	2012	2017		2017	DOST-SEI SCHOLAR
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MASTER OF SCIENCE IN AGRICULTURAL ENGINEERING	2018	PRESENT	31 units		DOST-ERDT SCHOLAR

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	08/23/2023


[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/23/2023
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CS FORM 212 (Revised 2017), Page 2 of 4

[illegible]

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

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION OR ORGANIZATION (Write in full)
GRAPHIC DESIGN AND LAYOUT	3RD PLACE, THESIS PRESENTATION POSTER AND ORAL CATEGORIES AT PSABE ANNUAL NATIONAL CONVENTION	PHILIPPINE SOCIETY OF AGRICULTURAL AND BIOSYSTEMS ENGINEERS
UX DESIGN	3RD PLACE, ESSAY WRITING AT REGIONAL CULTURE AND ARTS COMPETITION PASUC-8	
PRODUCT BRANDING AND VISUAL IDENTITY	2ND PLACE, DESKTOP PUBLISHING AT REGIONAL TERTIARY SCHOOLS PRESS CONFERENCE - 8	
	2ND PLACE, ESSAY WRITING AT PSABE ANNUAL NATIONAL CONVENTION	
	1ST PLACE, PAPER PRESENTATION AT PSABE-8 REGIONAL CONVENTION	

SIGNATURE		DATE	08/23/2023
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CS FORM 212 (Revised 2017), Page

<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>Date Filed: _____</p> <p>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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RINA A. BAWAR</td> <td>LOS BAÑOS</td> <td>0917 1467818</td> </tr> <tr> <td>JED ASAPH D. CORTES</td> <td>BAYBAY CITY</td> <td>09088144813</td> </tr> <tr> <td>JESSIE JAMES D. LAYAN</td> <td>BAYBAY CITY</td> <td>0999 1723385</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RINA A. BAWAR	LOS BAÑOS	0917 1467818	JED ASAPH D. CORTES	BAYBAY CITY	09088144813	JESSIE JAMES D. LAYAN	BAYBAY CITY	0999 1723385
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0008803</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>09/17/2017 - PRC MANILA</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.:	0008803	Date/Place of Issuance:	09/17/2017 - PRC MANILA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;"> Signature (Sign inside the box) <div style="border: 1px solid black; display: inline-block; padding: 2px;">08/23/2023</div> Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) <div style="border: 1px solid black; display: inline-block; padding: 2px;">08/23/2023</div> Date Accomplished	
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this <u>AUG 24 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">ATTY. KIEFER CLINT L. PETILLA PUBLIC ATTORNEY I Pursuant to R.A. 9406</p> <p style="text-align: center;">Person Administering Oath</p> </div> </div> <div style="width: 50%; text-align: right;"> <p>DOC. NO. <u>1487</u></p> <p>PAGE NO. <u>75</u></p> <p>BOOK NO. <u>11</u></p> <p>SERIES OF <u>2023</u></p> </div> </div>													

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 1, 2022 – July 30, 2023
- Position: Media Production Specialist
- Name of Office/Unit: VSU Brand Book Task Force
- Immediate Supervisor: Jed Asaph D. Cortes
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Established the branding and visual identity of the university through the publication of VSU Brand Book
- Summary of Actual Duties
 - Responsible for the coordinating between offices and/or units for the implementation of the VSU branding and visual identity, establish the design and layout of the VSU Brand Book, ready the material of the VSU Brand Book for printing and publication, and performs other related functions.

- Duration: August 1, 2021 – June 30, 2022
- Position: Part-time Instructor
- Name of Office/Unit: VSU Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Eldon P. de Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Established the course syllabus and learning modules of assigned course/subjects
 - Assist the department for its accreditations in ISO and AACUP
- Summary of Actual Duties
 - Responsible for teaching the following subjects
 - 1st Sem, AY 2021-2022
 - ESci 110 – Precalculus for Engineers
 - ESci 116n – Differential Equations
 - 2nd Sem, AY 2021-2022
 - ESci 116n – Differential Equations
 - AEng 40 – Fundamentals of Agricultural Engineering

- Duration: November 8, 2017 – June 30, 2018
- Position: Engineer I
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Baybay Cit, Leyte
- List of Accomplishments and Contributions (if any)
 - Supervised and established the publication, website, and research journal of the College of Engineering in VSU
- Summary of Actual Duties
 - Design and establish the publication materials for the College, write quarterly reports as early as 2016 to 2018, prepared the materials for offline and online publications, responds to concerns and performs other related tasks.


JUCEL MARIE T. GUATLO
(Signature over Printed Name
of Employee/Applicant)

Date: 23/08/2023