

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	MABUAN		
FIRST NAME	JOVELYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	HENOQUIN		
3. DATE OF BIRTH (mm/dd/yyyy)	8/27/1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	PALOMPON, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s: SINGLE PARENT	17. RESIDENTIAL ADDRESS	APT. 90 KILBOURNE DRIV
7. HEIGHT (m)	1.25273		VSU, VISCA PANGASUGAN
8. WEIGHT (kg)	40	ZIP CODE	BAYBAY LEYTE
9. BLOOD TYPE	"A"		6521-A
10. GSIS ID NO.	77082701705	18. PERMANENT ADDRESS	House/Block/Lot No. Street
11. PAG-IBIG ID NO.	1700-0029-7743		MACOPA TABERNA
12. PHILHEALTH NO.	13-000073480-3	ZIP CODE	PALOMPON LEYTE
13. SSS NO.	06-1915480-0		6538
14. TIN NO.	207-491-327	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	V000306	20. MOBILE NO.	09307817731
		21. E-MAIL ADDRESS (if any)	jovay08@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)	ZYRAH MAE M. VALDEZ	4/18/2005
MIDDLE NAME	N/A		N/A	
OCCUPATION	N/A		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A		N/A	
24. FATHER'S SURNAME	MABUAN			
FIRST NAME	ERASMO	SR		11/19/1950
MIDDLE NAME	VICENTILLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	HENOQUIN			8/28/1950
FIRST NAME	JULITA			
MIDDLE NAME	BALORO			

(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	SCHOLARS HIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TAMBIS ELEMENTARY SCHOOL	N/A	6/1/1991	3/1/1995	N/A	1991	N/A
SECONDARY	TABERNA NATIONAL HIGH SCHOOL	N/A	6/1/1995	3/1/1995	N/A	1995	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	NONE	NONE	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS, CEBU CITY	BACHELOR OF ARTS IN LIBRARY SCIENCE (AB-LS)	6/1/1996	3/1/2000	N/A	2000	N/A
GRADUATE STUDIES	UNIVERSITY OF SNA CARLOS, CEBU CITY	MASTER OF SCIENCE IN LIBRARY AND INFORMATION SCIENCE	6/12/2016	ON-GOING	N/A	ON-GOING	N/A

(Continue on separate sheet if necessary)

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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
	LIBRARIAN LICENSURE EXAMINATION	76.0	NOVEMBER 21-22, 2000	CEBU CITY	2935	8/18/2001


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

(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	GOVT SERVICE (Y/N)
	From	To						
	1/1/2019	PRESENT	COLLEGE LIBRARIAN II	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php30,909.00	SG:15-1	PERMANENT	Y
	1/1/2018	12/31/2018	COLLEGE LIBRARIAN II	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php29,359.00	SG:15-1	PERMANENT	Y
	1/1/2017	12/31/2017	COLLEGE LIBRARIAN II	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php27,887.00	SG:15-1	PERMANENT	Y
	1/12/2016	12/31/2016	COLLEGE LIBRARIAN II	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php26,489.00	SG:15-1	PERMANENT	Y
	3/1/2013	12/31/2015	COLLEGE LIBRARIAN II	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php24,887.00	SG:15-1	PERMANENT	Y
	7/1/2012	2/28/2013	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php21,867.00	SG:13-2	PERMANENT	Y
	2/1/2012	6/30/2012	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php20,162.00	SG:13-2	PERMANENT	Y
	6/1/2011	1/31/2012	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php19,908.00	SG:13-2	PERMANENT	Y
	6/24/2010	5/31/2011	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php18,116.00	SG:13-2	PERMANENT	Y
	7/1/2009	6/30/2003	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php16,424.00	SG:13-2	PERMANENT	Y
	7/1/2008	6/30/2009	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php14,323.00	SG:13-1	PERMANENT	Y
	7/1/2006	6/30/2008	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY, BAYBAY CITY	Php13,021.00	SG:13-1	PERMANENT	Y
	7/6/2000	1/16/2005	PERIDICAL LIBRARIAN/ CATALOGER	UNIVERSITY OF CEBU-MARITIME EDUCATION AND TRAINING CENTER.	Php8,328.00		PERMANENT	N

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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		
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(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			
	Revitalizing the Technological Role of Librarians Rediscover the Electronic Publishing, Institutional Repository (IR), Open Acces and Dspace	3/24/2018	3/26/2018	24.0	Technical	University of San Carlos in Partnership with the CHED
	Reinventing Libraries and Librarians in the Millennium	8/18/2016	8/19/2016	16.0	Managerial	PLAI Central Visayas Region Librarians Council
	Forum on Inclusive Disaster Risk-Reduction with the theme: The Role of Libraries and LGUs in Disaster Preparedness and Information Dissemination	3/17/2014	3/17/2014	8.0	Technical	Hiroshi Kawamura
	PLAI National Congress 2013 and General Assembly "Libraries: Preservers and Promoters of Culture and Arts"	11/20/2013	11/22/2013	24.0	Managerial	Philippine Librarian Association Inc.
	Personality Development Seminar for Frontlines	9/20/2012	9/20/2012	8.0	Frontline	Visayas State University
	PLAI National Congress "Libraries for Progress"	11/16/2011	11/18/2011	24.0	Managerial	Philippine Librarian Association Inc.
	PLAI-EVRLC Echo-Seminar on "Updates in the Organization of Libraries Materials"	9/15/2011	9/15/2011	8.0	Technical	Philippine Librarian Association Inc.
	PLAI National Congress 2010 "International Librarianship: A Path Ahead	11/17/2010	11/19/2010	24.0	Managerial	Philippine Librarian Association Inc.
	Total Quality Management Training among Administrative Personnel	11/13/2009	11/14/2009	16.0	Managerial	Visayas State University
	IFLA/FAIFE/UNESCO Internet Manifest with the Theme: "Advocacy of the Freedom of Access to Information is a Responsibility of the Eastern Visayas Region Librarians	7/24/2009	7/25/2009	16.0	Technical	Eastern Visayas Region Librarians Council
	National Conference on Multicultural Landscape of Philippine Librarianship	11/20/2008	11/22/2008	24.0	Managerial	Philippine Librarian Association Inc.

NOTHING FOLLOWS...




(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	LIBRARY ORGANIZATION AND MANAGEMENT		N/A		PHILIPPINE LIBRARIAN ASSOCIATION (PLAI) 2001 - PRESENT
	ORGANIZATION OF LIBRARY RESOURCES (CATALOGING AND CLASSIFICATION) BOTH		N/A		EASTERN VISAYAS REGION LIBRAIAN COUNCIL (EVRLC) 2005 - PRESENT
	ABSTRACTING AND INDEXING		N/A		VSU - CREDIT COOPERATIVE 2006-PRESENT
	BASIC COMPUTER OPERATION AND APPLICATIONS		N/A		CEBU LIBRARIAN ASSOCIATION INC. 2001-2004
	INTERNET SAVVY		N/A		NOTHING FOLLOWS...
	ABILITY TO WORK WITH AND MANAGE PEOPLE		N/A		

(Continue on separate sheet if necessary)



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: VOLUNTARY RESIGNATION FROM MY PREVIOUS EMPLOYER (UNIVERSITY OF CEBU-MARITIME EDUCATION AND TRAINING CENTER)	
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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: SINGLE PARENT	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ANDRELI D PARDALES, CHIEF LIBRARIAN	VISAYAS STATE UNIVERSITY, BAYBAY CITY	(053)653-7512
ALVIN PENSERGA, CHIEF LIBRAIAN	UNIVERSITY OF CEBU, CEBU CITY	
REMEDIOS ESTELLA, LIBRARY CONSULTANT, USPF,	UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION, CEBU CITY	(032) 414-8773 Loc.133
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	Signature (Sign inside the box)	
ID/License/Passport No.: 2935	7/11/2019	
Date/Place of Issuance:		
SUBSCRIBED AND SWORN to before me this 17 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.		
 ATTY. RYSAN C. GUINOCOR VSULEGAL OFFICER Person Administering Oath		



PHOTO



Right Thumbmark