

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	DAUTIL			
FIRST NAME	JANE	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	PAGALAN			
3. DATE OF BIRTH (mm/dd/yyyy)	29/06/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	Brgy. Conalum, Inopacan, Leyte	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:	
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	Philippines ▼	
7. HEIGHT (m)	1.52	ZIP CODE	N/A	
8. WEIGHT (kg)	55		House/Block/Lot No.	N/A
9. BLOOD TYPE	"AB"		N/A	Gabas
10. GSIS ID NO.	2005283396		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	121225170686		Baybay	Leyte
12. PHILHEALTH NO.	010251205502	City/Municipality	Province	
13. SSS NO.	N/A	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	499-526-066	ZIP CODE	House/Block/Lot No.	N/A
15. AGENCY EMPLOYEE NO.	V01030		N/A	Conalum
			Subdivision/Village	Barangay
			Inopacan	Leyte
			City/Municipality	Province
		19. TELEPHONE NO.	6522	
		20. MOBILE NO.	N/A	
		21. E-MAIL ADDRESS (if any)	09550172945	
			ianedautil@yahoo.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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DAUTIL			
FIRST NAME	JUSTINIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MOSQUITO			
25. MOTHER'S MAIDEN NAME				
SURNAME	PAGALAN			
FIRST NAME	VICTORIA			
MIDDLE NAME	VALENZONA			

(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	Conalum Elementary School	Elementary diploma	06/01/1999	31/03/2005	N/A	2005	1st Honorable Mention
SECONDARY	Conalum National High School	High School diploma	06/01/2005	31/03/2009	N/A	2009	Salutatorian
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	None
COLLEGE	Visayas State University	Doctor of Veterinary Medicine	06/01/2009	13/04/2016	N/A	N/A	None
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	None

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	July 16, 2021



#### IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	
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DATE \_\_\_\_\_

July 16, 2021



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL / 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		
	Philippine Veterinary Medical Association	09/01/2016	Lifetime	Lifetime	Member
	Venerable Knight and Lady Veterinarian Fraternity and Sorority	01/08/2018	06/12/2018	Temporary	Adviser
	CVM-USSC	01/08/2018	Present	Temporary	Adviser

**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)

[illegible]

VIII. OTHER INFORMATION

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	<b>July 16, 2021</b>
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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)?

☐ 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

If YES, give details:

☐ 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:

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.
Dr. Eugene Lañada	Visca, Baybay, Leyte	9176341472
Dr. Lotis Balala	Visca, Baybay, Leyte	9359680818
Fr. Eufemio Gohetia	Inopacan, Leyte	9175859376

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.: 9109

Date/Place of Issuance: 09/23/2016/PRC

Signature (Sign inside the box)

July 16, 2021

Date Accomplished

Right Thumbmark

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

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: September 6, 2016 – May 31, 2017
- Position: Part-time Instructor
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Eugene B. Lañada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
  - List of Accomplishments and Contributions (if any)
    - Provide knowledge to the students as an instructor
    - Process documents needed during AACCUP Accreditation
- Summary of Actual Duties
  - Teaches the basic knowledge of veterinary medicine and help them during the conduct of laboratory experiments and explain to them on how these things happens, represent the organization to veterinary conferences (e.g. VPAP); and acts as a resource person during the seminar of ATI.

- Duration: August 4, 2017 – Present
- Position: Instructor 1
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Ana Marquiza Quilicot
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
  - List of Accomplishments and Contributions (if any)
    - Provide knowledge to the students as an instructor
    - Process documents needed during AACCUP Accreditation
    - Prepare proposals for research and extension of the college
- Summary of Actual Duties
  - Teaches the basic knowledge of veterinary medicine and help them during the conduct of laboratory experiments and explain to them on how these things happens, represent the organization to veterinary conferences (e.g. VPAP and PVMA); conduct research as part of the project of the college and attend extension works of the college.

  
JANE P. DAUTIL

(Signature over Printed Name  
of Employee/Applicant)

Date: July 16, 2021