

CS Form No. 212  
Revised 2017

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

ORBE

FIRST NAME

JEROME

NAME EXTENSION (JR., SR)

N/A

MIDDLE NAME

CAÑON

3. DATE OF BIRTH  
(mm/dd/yyyy)

02/01/1997

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

MALITBOG, SOUTHERN LEYTE

If holder of dual citizenship,  
please indicate the details.

5. SEX

☒ Male

☐ Female

6 CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.76

17. RESIDENTIAL ADDRESS

N/A

N/A

House/Block/Lot No.

Street

N/A

MARCOS

Subdivision/Village

Barangay

BAYBAY CITY

LEYTE

City/Municipality

Province

8. WEIGHT (kg)

80

ZIP CODE

6521

9. BLOOD TYPE

O

18. PERMANENT ADDRESS

N/A

PUROK 1

House/Block/Lot No.

Street

N/A

LAMBONAO

Subdivision/Village

Barangay

MALITBOG

SOUTHERN LEYTE

City/Municipality

Province

10. GSIS ID NO.

N/A

ZIP CODE

6603

11. PAG-IBIG ID NO.

121284988526

19. TELEPHONE NO.

N/A

12. PHILHEALTH NO.

132027959265

20. MOBILE NO.

0951-368-9993

13. SSS NO.

35-0736076-1

21. E-MAIL ADDRESS (if any)

jerome.canon.orbe@gmail.com

14. TIN NO.

713-870-999

15. AGENCY EMPLOYEE NO.

N/A

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

N/A

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

24. FATHER'S SURNAME

ORBE

25. MOTHER'S MAIDEN NAME

CAÑON

FIRST NAME

ROQUE

NAME EXTENSION (JR., SR)

N/A

MIDDLE NAME

MORATA

SURNAME

ARLENE

FIRST NAME

CALAYLAY

MIDDLE NAME

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

MALITBOG CENTRAL SCHOOL

PRIMARY EDUCATION

2005

2009

2009

NA

SECONDARY

SANTO NIÑO ACADEMY

HIGHSCHOOL

2009

2013

2013

ESC

VOCATIONAL /  
TRADE COURSE

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BS AGRICULTURE MAJOR IN PLANT  
BREEDING

2015

2019

2019

CHED &  
DOST-  
JLSS

GRADUATE STUDIES

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

MAY 15, 2025

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#### IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CSE-Professional Exam	85.98	March 3, 2024	SJC, MAASIN CITY, SO. LEYTE	N/A	No Expiry
	AGRICULTURIST	83.17	NOV 5-7, 2019	LNHS, TACLOBAN CITY, LEYTE	0033230	02/01/2025
	NON-PROFESSIONAL DRIVER'S LICENSE	NA	MAY 17, 2019	LTO BAYBAY	H12-19-001442	02/01/2034

(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.

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

**MAY 15, 2025**



[illegible]

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

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			





(Continue on separate sheet if necessary)

	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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*(Continue on separate sheet if necessary)*

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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: Finished Contract												
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>Ma. EDNA P. LABENIA</td><td>Tacloban City, Leyte</td><td>0949-431-1360</td></tr><tr><td>JOCELYN CABAÑAS</td><td>MAASIN CITY, SOUTHERN LEYTE</td><td>0919-794-8316</td></tr><tr><td>IAMIE P. CANTILANG</td><td>Tacloban City, Leyte</td><td>0906-962-7758</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Ma. EDNA P. LABENIA	Tacloban City, Leyte	0949-431-1360	JOCELYN CABAÑAS	MAASIN CITY, SOUTHERN LEYTE	0919-794-8316	IAMIE P. CANTILANG	Tacloban City, Leyte	0906-962-7758
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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.		<div> JEROME C. ORBE PHOTO</div> <div> Right Thumbmark</div>												
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: <b>0033230</b> ID/License/Passport No.: <b>PRC</b> Date/Place of Issuance: <b>PRC Tacloban</b></div>	<div> Signature (Sign inside the box) <b>MAY 15, 2025</b> Date Accomplished</div>													
SUBSCRIBED AND SWORN to before me this <u>28 MAY 2025</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<div> ATTY. KAREN ABECL S. MONTERON YSU Director, Legal Affairs and Services Person Administering Oath</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: February 14, 2025 – May 15, 2025
  - Position: Science Research Assistant
  - Name of Office/Unit: PhilRootcrops Genomics Project
  - Immediate Supervisor: Joy C. Codog
  - Name of Agency/Organization and Location: Philippine Rootcrops Research and Training Center, Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Help prepare the arrangement of the laboratory equipment of the Philrootcrops Genomics Laboratory.
    - Assisted the equipment supplier during the inspection of their delivered equipment in the Genomics Laboratory.
    - Attended the discussions, demonstration and conducted DNA extraction in the Philrootcrops genomics Lab.
  - Summary of Actual Duties
    - Assisted in the initial setup of the Philrootcrops Genomics Laboratory like the arrangement and installation of the equipment. Also attended some workshop and laboratory works regarding DNA extraction with the masteral students of our laboratory head.
- 
- Duration: April 01, 2022 – December 31, 2024
  - Position: Project Development Officer II (Area Coordinator) - Special Areas for Agricultural Development (SAAD) Project
  - Name of Office/Unit: Field Operations Division
  - Immediate Supervisor: Larry U. Sultan
  - Name of Agency/Organization and Location: Department of Agriculture Regional Office VIII • Tacloban City, Philippines
  - List of Accomplishments and Contributions (if any)
    - Managed Farm Association beneficiaries
    - Collected production data, feedback, issues, and concerns reports
    - Monitored and traveled to Agricultural areas for the project implementation
    - Managed the distribution procedures of project interventions to the farmers
    - Facilitated the conduct of training and assessments of the program on the farms' field level.
  - Summary of Actual Duties
    - Responsible for the project implementation, monitoring, and coordination of training activities of the Department; assisted in the management of the Division's programs and activities, facilitated the distribution of and performed other related functions.
- 
- Duration: July 12, 2021 - Dec. 31, 2021
  - Position: **Agriculturist 1 - Balik Probinsya Bagong Pag-asa Program**
  - Name of Office/Unit: Department of Agriculture Regional Field Office VIII & Abuyog Experiment Station
  - Immediate Supervisor: Maria Edna P. Labenia & Engr. Jose Jimmy Palma
  - Name of Agency/Organization and Location: DARFO8, Kanhuraw Hill and Abuyog Experiment Station, Brgy. Balinsasayao, Abuyog, Leyte, Philippines
  - List of Accomplishments and Contributions (if any)
    - Serves as resource speaker in the conduct of weekly Farmer Field School, Farm



Business School and Farm Livestock School to at least 5 Farmers Associations under Balik Probinsya Bagong Pag-asa Program.

- Lead the consolidation of farmers profile under the said program.
- Summary of Actual Duties
  - Responsible in the conduct of Weekly FFS, FBS and FLS for 10 weeks to BP2P associations in Abuyog, Javier and Inopacan, Leyte.
  - Responsible for the ground implementation of Balik Probinsya Bagong Pag-asa Program in the Municipalities of Abuyog and Javier such as delivery of farm inputs and other activities.



JEROME C. ORBE  
(Signature over Printed Name  
of Employee/Applicant)

Date: May 26, 2025