

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 ( ☐ nd 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                    | JACOB   |   |   |           |
| FIRST NAME                    | JOVELYN   | NAME EXTENSION (JR., SR)                                    |   |           |
| MIDDLE NAME                   | GOFREDO   |   |   |           |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 10/09/1980  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  |           |
| 4. PLACE OF BIRTH             | Brgy. Guadalupe, Baybay City, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | Philippines   |           |
| 7. HEIGHT (m)                 | 1.53  | ZIP CODE  | Zone 6  |           |
| 8. WEIGHT (kg)                | 60  |   | House/Block/Lot No.   | Street    |
| 9. BLOOD TYPE                 | AB+   |   |   | Guadalupe |
| 10. GSIS ID NO.               | On Process  |   | Subdivision/Village   | Barangay  |
| 11. PAG-IBIG ID NO.           | 1210-9318-2616  |   | Baybay  | Leyte     |
| 12. PHILHEALTH NO.            | 19-025873768-0  | City/Municipality   | Province  |           |
| 13. SSS NO.                   | 3372-9553-01  | 18. PERMANENT ADDRESS                                       | 6521  |           |
| 14. TIN NO.                   | 414-325-455   | 19. TELEPHONE NO.   | (053)-563-8627  |           |
| 15. AGENCY EMPLOYEE NO.       | V00870  | 20. MOBILE NO.  | (+63)-0910-517-3752 and (+63)-0953-350-2893   |           |
|                               |   | 21. E-MAIL ADDRESS (if any)                                 | jovelyn.jacobe@vsu.edu.ph   |           |

II. FAMILY BACKGROUND

|                          |                                     |     |   |                            |
|--------------------------|-------------------------------------|-----|---|----------------------------|
| 22. SPOUSE'S SURNAME     | JACOB                               |     | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | LUCIANO                             | JR. | BRETT YVONNE G. JACOB                               | 06/04/2011                 |
| MIDDLE NAME              | RODRIGUEZ                           |     |   |                            |
| OCCUPATION               | Utility                             |     |   |                            |
| EMPLOYER/BUSINESS NAME   | VSU                                 |     |   |                            |
| BUSINESS ADDRESS         | Brgy. Guadalupe, Baybay City, Leyte |     |   |                            |
| TELEPHONE NO.            | 09105173752/09533502893             |     |   |                            |
| 24. FATHER'S SURNAME     | GOFREDO                             |     |   |                            |
| FIRST NAME               | SILVESTRE                           | SR. |   |                            |
| MIDDLE NAME              | PAGALAN                             |     |   |                            |
| 25. MOTHER'S MAIDEN NAME |                                     |     |   |                            |
| SURNAME                  | DOMANACO                            |     |   |                            |
| FIRST NAME               | JOSEFINA                            |     |   |                            |
| MIDDLE NAME              | LATRAS                              |     |   |                            |

(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                | Guadalupe Elementary School                    | Primary Education                                    | 1987                 | 1993 | Certificate                                    | 1993           | N/A                                   |
| SECONDARY                 | Baybay National High School                    | High School  | 1993                 | 1997 | Diploma  | 1997           | N/A                                   |
| VOCATIONAL / TRADE COURSE | N/A  | N/A  | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| COLLEGE                   | Visayas State College of Agriculture (Now VSU) | Bachelor of Science in Agriculture Major in Agronomy | 1997                 | 2001 | Diploma  | 2001           | N/A                                   |
| GRADUATE STUDIES          | Visayas State University                       | MS in Agronomy                                       | 2009                 | 2016 | Diploma  | 2016           | N/A                                   |

(Continue on separate sheet if necessary)

|           |  |      |              |
|-----------|--|------|--------------|
| SIGNATURE |  | DATE | Dec. 3, 2024 |
|-----------|--|------|--------------|



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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 \_\_\_\_\_

Dec. 3, 2024



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |    | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|----|--------------------|---------------------------|
|     |   | From                            | To |                    |                           |
|     | NONE  |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |
|     |   |                                 |    |                    |                           |

(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<br>(Write in full)                             | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)            |
|-----|--|--|------------|--------------------|---|---|
|     |  | From   | To         |                    |   |   |
|     | 35th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 11/27/2024                                       | 11/28/2024 | 16.0               | Technical   | RDE Hall Visayas State University                     |
|     | 35th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 11/30/2023                                       | 12/1/2023  | 16.0               | Technical   | RDE Hall Visayas State University                     |
|     | Regional Abaca Summit  | 10/26/2023                                       | 10/27/2023 | 16.0               | Technical   | Ormoc Superdome, Ormoc City                           |
|     | Consultative Forum on Harmonizing Facilities and Equipment   | 8/17/2023  | 8/17/2023  | 8.0                | Technical   | ECO-Farmi Training Hall, VSU                          |
|     | Training on Plant Tissue Culture Techniques and Laboratory Operation   | 3/13/23  | 3/17/23    | 40.0               | Technical   | National Abaca Research Center VSU                    |
|     | 34th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 11/17/22   | 11/18/22   | 16.0               | Technical   | RDE Hall Visayas State University                     |
|     | In-house Review  | 8/5/2022   | 8/5/2022   | 8.0                | Technical   | National Abaca Research Center VSU                    |
|     | Center Level In-House Review   | 6/28/2022  | 6/28/2022  | 8.0                | Technical   | National Abaca Research Center VSU                    |
|     | OJT Supervisor/Host Training Establishment Coordinator   | 5/30/2022  | 6/10/2022  | 80                 | Technical   | National Abaca Research Center VSU                    |
|     | Laboratory Instruments   | 6/21/2022  | 6/22/2022  | 16.0               | Technical   | Department of Physics Visayas State University        |
|     | Training on Macro and Micropropagation of Abaca for Partners SUCs and PhilFIDA                                   | 5/23/2022  | 5/28/2022  | 40.0               | Technical   | PHILFIDA, Balinasayao, Abuyog Leyte                   |
|     | University-Wide Calibration and Maintenance Workshop Seminar   | 2/21/2022  | 2/21/2022  | 8.0                | Technical   | Visayas State University                              |
|     | Center Level In-House Review   | 7/14/2021  | 7/14/2021  | 3.0                | Technical   | National Abaca Research Center VSU                    |
|     | 31st Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 11/26/19   | 11/27/19   | 16.0               | Technical   | Regional Research, Development and Extension          |
|     | Abaka Kini   | 05/11/2021                                       | 05/11/2021 | 50                 | Technical   | DYDC-FM, Visayas State University                     |
|     | 30th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 11/21/18   | 11/23/18   | 16.0               | Technical   | Visayas Consortium for Agricultural Research Program/ |
|     | "Ecological Research: Methods and Data Analysis"   | 07/06/18   | 07/06/18   | 1.0                | Technical   | PhilRootcrops Training Hall, VSU                      |
|     | Regional Abaca Summit  | 06/20/18   | 06/21/18   | 16.0               | Technical   | RDE Hall Visayas State University                     |
|     | 29th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 11/27/17   | 11/28/17   | 16.0               | Technical   | Regional Research, Development and Extension          |
|     | 28th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 12/07/2016                                       | 12/08/2016 | 16.0               | Technical   | Regional Research, Development and Extension          |
|     | 2nd National Organic Agriculture Scientific Conference   | 16/02/2016                                       | 17/02/2016 | 16.0               | Technical   | Organic Agricultural Society of the Philippines       |
|     | National Abaca Summit  | 11/11/   | 04/11/2015 | 16.0               | Technical   | Center/Department of Agriculture                      |
|     | Training Workshop on Writing and Presenting Proposal Towards Building Sciences Culture in Eastern Visayas Region | 02/11/2015                                       | 02/11/2015 | 8.0                | Technical   | Visayas State University                              |
|     | Recovery of Soil Function and Organic Matter through Tropical Reforestation                                      | 11/05/2015                                       | 11/05/2015 | 8.0                | Technical   | Visayas State University                              |
|     | 27th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 17/03/2015                                       | 18/03/2015 | 24.0               | Technical   | Regional Research, Development and Extension          |
|     | 1st National Organic Agriculture Scientific Conference   | 1/25/215   | 26/01/2015 | 16.0               | Technical   | Organic Agricultural Society of the Philippines       |
|     | Seminar on Mapping of Soybean Aphids Resistance Genes from Plant Introduction                                    | 07/10/2014                                       | 07/10/2014 | 8.0                | Technical   | Visayas State UniA30:K41versity                       |
|     | Seminar on Ethics and Publication  | 04/09/2014                                       | 04/09/2014 | 8.0                | Technical   | Visayas State University                              |
|     | 25th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium                                      | 19/06/2014                                       | 19/06/2014 | 24.0               | Technical   | VICARP/RRDEN/VSU                                      |
|     | 2014 Abaca RDE In-House Consultative Review  | 05/06/2014                                       | 06/06/2014 | 24.0               | Technical   | OVPRD/NARCA/VSU                                       |
|     | National Conference on Development Initiatives in the Philippine Marginal Uplands                                | 22/10/2014                                       | 24/10/2014 | 72.0               | Technical   | Visayas State University                              |
|     | Tomato Production in Australia   | 16/09/2013                                       | 16/09/2013 | 8.0                | Technical   | Visayas State University                              |
|     | Training on Horticultural research Development and Commercialization   | 25/06/2013                                       | 28/06/2013 | 32.0               | Technical   | Visayas State University                              |
|     | Best Practices for Laboratory Management   | 22/05/2013                                       | 22/05/2013 | 8.0                | Technical   | Visayas State University                              |
|     | 2013 Abaca RDE In-House Consultative Review  | 11/02/2013                                       | 12/02/2013 | 8.0                | Technical   | Development/Visayas State University                  |

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     | Driving                    |     | NONE   |     | VSU Alumni Association                                    |
|     | Computer Literate          |     |  |     | Administrative Personnel Association (ADPA)               |
|     |                            |     |  |     | Philippine Association of Plant Tissue Culture (PAPTCB)   |

(Continue on separate sheet if necessary)

| SIGNATURE | DATE |
|-----------|------|
|-----------|------|

*[Signature]*

Dec. 3, 2024



34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in 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  
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: \_\_\_\_\_

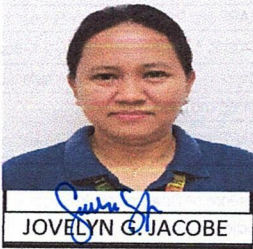
☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME                | ADDRESS   | TEL. NO.      |
|---------------------|-----------|---------------|
| LUZ O. MORENO       | NARC, VSU | 0916-423-9381 |
| FLORA MIA Y. DUATIN | NARC, VSU | 0916-134-4041 |
| ROMEL B. ARMECIN    | NARC, VSU | 563-7598      |

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.



JOVELYN G. JACOBE


PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: SSS

ID/License/Passport No.: 337-2955-301


Date/Place of Issuance: Ormoc City



Signature (Sign inside the box)

Dec 3, 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 JAN 2025

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON

Person Administering Oath

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## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: January 1, 2008 – Present
- Position: Science Research Assistant
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Luz O. Moreno
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- **Summary of Actual Duties**

- Characterizes fiber quality of abaca in the germplasm collection and other abaca accessions as to tensile strength, fiber length, fiber fineness; cell length, lumen width, cell diameter, cell wall thickness, Runkel flexibility & slender ratios; fiber qualities (color, texture, luster and uniformity from base to tip) and chemical properties (% ash and % lignin contents).
- Gathers yield and yield components data (dry wt. of fiber per plant, stalk wt. & % fiber recovery), consolidates, analyzes data and report writing

  
JOVELYN G. JACOB

(Signature over Printed Name  
of Employee/Applicant)

Date: 01/06/25