

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	OCAÑADA		
FIRST NAME	JEMUEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABELLANA		
3. DATE OF BIRTH (mm/dd/yyyy)	9/4/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Philippines	
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	Sitio Caabing House/Block/Lot No. Street Barangay Pomponan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	96	18. PERMANENT ADDRESS	Sitio Caabing House/Block/Lot No. Street Barangay Pomponan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121130178904	20. MOBILE NO.	09751542160
12. PHILHEALTH NO.	130252516284	21. E-MAIL ADDRESS (if any)	jemuel.ocanada@vsu.edu.ph
13. SSS NO.	0638500675		
14. TIN NO.	459282473		
15. AGENCY EMPLOYEE NO.	V02032		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	OCAÑADA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANA LEA	NAME EXTENSION (JR., SR)	JUVANN ANTHON O. OCAÑADA	5/11/2020
MIDDLE NAME	ORAÑO		JUHANN ANTHON O. OCAÑADA	5/11/2020
OCCUPATION	BRANCH ASSOCIATE			
EMPLOYER/BUSINESS NAME	EUIPI-PPS			
BUSINESS ADDRESS	PUERTO PRINCESSA PALAWAN			
TELEPHONE NO.	9651338384			
24. FATHER'S SURNAME	OCAÑADA			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GOMEZ			
25. MOTHER'S MAIDEN NAME	CRUZA			
SURNAME	OCAÑADA			
FIRST NAME	FLORA			
MIDDLE NAME	ABELLANA			

(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	BAYBAY I CENTRAL SCHOOL	ELEMENTARY	1999	2005		2005	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2005	2009		2009	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2014		2014	
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTERS IN PUBLIC ADMINISTRATION	2022	Present			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/7/22
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IV. CIVIL SERVICE ELIGIBILITY

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
Civil Service Exam Pen and Paper Test (CSC-PPT) Professional	80.65	3/13/2022	TACLOBAN -LNU	370072	N/A

(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.

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*y INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/3/2022	PRESENT	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	642.05	3	CASUAL	Y
7/1/2020	12/31/2021	ADMINISTRATIVE AIDE I	VISAYAS STATE UNIVERSITY	553.40	N/A	JOB ORDER	Y
11/27/2014	5/7/2018	BRANCH ASSOCIATE	EUPI-PPS (Eight Under Par Inc.- Pawnshop Operator)	12000.00	N/A	PERMANENT	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/2/22
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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

(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			
	Disaster Risk Reduction, and Management Planning	11-08-2022	11/11/2022	24.0	TECHNICAL	Office of the Civil Defense Region 8
	Managing Government Records and Human Resource Information System	10/26/2022	10/28/2022	24.0	TECHNICAL	Personnel Officers Association of the Philippines, Inc. (POAP)
	Reorientation of the Electronic Daily Attendance Tracking System (eDATS)	8/19/2022	8/19/2022	4.0	TECHNICAL	VSU ODHRM - MIS team
	Hand-Only CPR Training	7/20/2022	7/20/2022	2.0	TECHNICAL	VSU University Services for Health, Emergency, and Rescue - DOH RO8
	Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (Virtual)	6/28/2022	6/28/2022	8.0	TECHNICAL	VSU Office of the President - Chief of Legal Justin
	Community-Based Disaster and Risk-Reduction Management (CBDRRM) - Training (F2F)	6/4/2022	6/4/2022	8.0	TECHNICAL	Philippine KOICA Fellow Association Inc. (PHILKOFA)
	Virtual Data Privacy Act of 2012 Awareness Seminar	4/7/2022	4/7/2022	8.0	TECHNICAL	VSU Chief Legal Officer
	KAALAM: Creative Forms and Narratives of the Contemporary (Virtual)	3/9/2022	3/9/2022	8.0	TECHNICAL	VSU- IHK (Virtual)
	Economic and Financial Learning Office (Virtual)	6/14/2021	6/14/2021	4.0	TECHNICAL	BANKO SENTRAL NG PILIPINAS (Virtual)
	ABC's of DRRM: Mainstreaming Disaster Risk Reduction and Management through the National Service Training Program towards Quality Life	3/15/2021	3/15/2021	2.0	TECHNICAL	Community Wellbeing Program Department of Human Kinetics UPLB (Virtual)
	ISO: 9001:2015 AWARENESS/ REAWARENESS WEBINAR	11/27/2020	11/27/2020	8.0	TECHNICAL	ODQA & OP - VSU
	DOCUMENT TRACKING SYSTEM	11/13/2020	11/13/2020	3.0	TECHNICAL	VSU MIS team
	DIGITAL JOBS PH	9/3/2019	11/5/2019	96.0	TECHNICAL	DICT BAYBAY CITY, LEYTE

(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)
	PHOTOGRAPHY		N/A		ADPA
	PHOTO EDITING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/27/22
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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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? 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: Resignation

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO

If YES, give details: _____

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: _____

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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
STEPHEN ALEXEUS BALTAZAR	SAN ANTONIO BAYBAY CITY, LEYTE	9067788813
ARMEL GONZAGA	BAYBAY CITY, LEYTE	9154384487
THELMA C. ZAFRA	30 de DICIEMBRE ST. BAYBAY CITY, LEYTE	9173065494



PHOTO

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

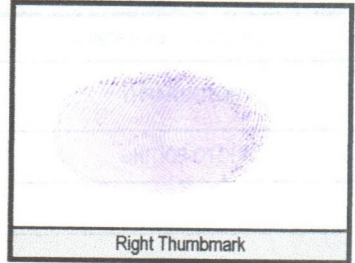
Government Issued ID: TIN

ID/License/Passport No.: 459282473

Date/Place of Issuance: 10/21/2014 ORMOG CITY LEYTE

Signature (Sign inside the box)

Date Accomplished: 2/7/22



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAL C. GUMOCOR
VSU Legal Officer

Person Administering Oath

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: January 3, 2022 – Present
- Position: Administrative Aide III / dDRC
- Name of Office/Unit: University Disaster and Risk-Reduction Management Office
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University – Main Campus

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Draft communication letters, proposal, training design and other pertinent documents;
 - Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2nd Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
 - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
 - Prepared, sorted and filed documents for ISO certification.
 - Filed and retrieved communications, security guard detail, memos and other official documents;
 - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
 - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
 - Photocopied, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
 - Maintained cleanliness and orderliness of the office and reception area and performed messengerial jobs as the need arises; and
 - Performed other tasks assigned by the department head and faculty;
 - Answer inquiries and calls from concerned offices / individuals
 - Make ID's of VSU residents and helpers.
 - Issuing, maintaining, retrieving and controlling controlled documents
 - Assigning of document numbers and other coding controls for document coordination with the DRC
 - Coordinate with and inform relevant personnel on any changes; and
 - Ensuring the implementation of the control of records

- Duration: March 5, 2020 – December 31, 2021
- Position: Administrative Aide I / dDRC
- Name of Office/Unit: University Disaster and Risk-Reduction Management Office
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University – Main Campus

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2nd Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
 - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
 - Prepared, sorted and filed documents for ISO certification.
 - Filed and retrieved communications, security guard detail, memos and other official documents;
 - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
 - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
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 - Issuing, maintaining, retrieving and controlling controlled documents
 - Assigning of document numbers and other coding controls for document coordination with the DRC
 - Coordinate with and inform relevant personnel on any changes; and
 - Ensuring the implementation of the control of records

- Duration: November 27, 2014 – May 7, 2018
- Position: Branch Associate
- Name of Office/Unit: Palawan Pawnshop
- Immediate Supervisor: Armel M. Gonzaga
- Name of Agency/Organization and Location: Eight Under Par Inc. (Pawnshop Operator)

- List of Accomplishments and Contributions (if any)
 - Conduct Marketing for new products and services offered
 - Attended several workshops in relation to the pawnshop operations

- Summary of Actual Duties
 - Serves as branch teller/branch manager
 - Acting as vault custodian, safekeeping of assigned branch keys and assisting branch daily
 - Appraise and accept pawns per corporate directives
 - Oversee branch performance, market standing and updates on competition
 - Manage funds, approving the cash flow report and assuring payment for utilities, supplies and company equipment required for smooth operations
 - Secure and update necessary government permits and comply with all government regulations
 - Handle customer complaints
 - Receive and disburse money to customers, reconcile and tally the actual cash on hand
 - Record all branch transactions accurately, issue official receipts for branch transactions and maintain books and ledger using best accounting practices
 - Perform bank transactions and fund transfers using proper security procedures
 - Cate all remittance transactions-PEPP and auxiliary businesses (e-loading, bills payment, suki card registration and protektodo), as well as corporate promotion

JEMUEL A. OCAÑADA

(Signature over Printed Name
of Employee/Applicant)

Date: 12/7/22