

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	ABAPO		
FIRST NAME	JANE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MADERAZO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/29/1962	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	DAVAO CITY	If holder of dual citizenship, please indicate the details.	<input 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	Claro M. Recto
7. HEIGHT (m)	5'0"	House/Block/Lot No.	Street
8. WEIGHT (kg)	55	Subdivision/Village	Zone 18
9. BLOOD TYPE	O	City/Municipality	Baybay
10. GSIS ID NO.	109579002380	Province	Leyte
11. PAG-IBIG ID NO.	1700-0030-4369	ZIP CODE	6521
12. PHILHEALTH NO.	13-000077212-8	18. PERMANENT ADDRESS	Claro M. Recto
13. SSS NO.	06-09-61625-1	House/Block/Lot No.	Street
14. TIN NO.	120-101-281-000	Subdivision/Village	Zone 18
15. AGENCY EMPLOYEE NO.	V0000005	City/Municipality	Baybay
		Province	Leyte
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0969-140-5095
		21. E-MAIL ADDRESS (if any)	janemaderazo@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ABAPO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)	Jose Leonardo M. Abapo III	02/13/1994
MIDDLE NAME	LIM		Jeremy M. Abapo	03/18/1998
OCCUPATION	MULTICAB OPERATOR			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	MADERAZO			
FIRST NAME	LEONARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RIVERA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DELEON			
FIRST NAME	AGAPITA			
MIDDLE NAME	TAYCON			

(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	Bayanihan Elem. School	Grade I to VI	1969	1976	None	1976	None
SECONDARY	Rizal Memorial Colleges	Highschool	1976	1980	None	1980	None
VOCATIONAL / TRADE COURSE	None	None	None	None	None	None	None
COLLEGE	Southwestern University	BS Chemistry	1980	1984	None	1984	None
GRADUATE STUDIES	None	None	None	None	None	None	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

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

[illegible]

SIGNATURE		DATE	
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gnabaz

DATE \_\_\_\_\_



# 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		
	None	None	None	None	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 (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			
	1st General Assembly and Symposium of ICP- Leyte	04/16/2019	04/29/2019	24	Technical	Visayas State University , ICP
	2nd National Conference of Chemical Laboratories	11/28/2018	11/29/2016	16	Technical	Century Park Hotel manila, ICP
	Seminar on "Best Practices and Challenges toward Sustainability in Laboratory Management	09/29/2016	09/30/2016	16	Technical	Philippine Alliance of laboratory Equipment Users (PALEU) at St. Paul University , Quezon City
	FT-IR Instrumentation, maintenance and Troubleshooting	07/22/2016	07/22/2016	8	Technical	Department of Pure and Applied Chemistry Visayas State University, Visca Baybay City
	Atomic Absorption Spectrophotometer AA-700 Training	02/21/2017	02/22/2017	16	Technical	Department of Pure and Applied Chemistry Visayas State University, Visca Baybay City
	Mental wellness Sanitized Sanity and Immunity	03/25/2021	03/25/2021	4	Technical	Philippine Alliance of laboratory Equipment Users (PALEU) at St. Paul University , Quezon City

(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)
	Gardening		None		Integrated Chemist of the Philippines

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	



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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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)		
NAME	ADDRESS	TEL. NO.
Ma. Isabel A. Asilom	San Pedro St. Baybay City, Leyte	053-563-8483
Dr. Candelario L. Calibo	VSU Main Campus	0999 - 990-6669
Dr. Alice M. Acabal	VSU Main Campus	0921-410-4206

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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: <b>National ID</b></div> <div>ID/License/Passport No.: <b>3526-5394-2749-3297</b></div> <div>Date/Place of Issuance: <b>Baybay City, Leyte</b></div>	<div></div> <div>Signature (Sign inside the box)</div> <div>_____</div> <div>Date Accomplished</div> <div>_____</div>	<div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this <b>02 MAR 2023</b> , affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>ATTY. RYSA M. C. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>		



## 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

Sample: If applying to Supervising Administrative Officer

- Duration: July 22, 2003– present
- Position: Laboratory Technician II
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Elizabeth S. Quevedo
- Name of Agency/Organization and Location: Visayas State University  
Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared glasswares and chemical reagents.
  - Maintained cleanliness of laboratory rooms.
  - Monitored inventory of glasswares and chemicals.
- Summary of Actual Duties
  - Facilitated the preparation of solutions and needed glasswares for every laboratory classes.
  - Acted as proctor during lecture and laboratory examinations.
  - Replenished properly empty reagent bottles of chemicals and solutions.
  - Assisted all lab instructors and finished the experiments in time and accident free.

- Duration: 1986-1998
- Position: Sales Supervisor- Region 7
- Name of Office/Unit: Mondragon Retail Distribution Corporation
- Immediate Supervisor: Morris A. Acriche
- Name of Agency/Organization and Location: Mondragon Retail Distribution Corporation  
Aniceta Bldg. Osmeña Boulevard, Cebu City
- List of Accomplishments and Contributions (if any)
  - Responsible to have more sales and reached quota every month.
  - Have enough trainings in sales to improved selling techniques.
- Summary of Actual Duties
  - Assist Branch Manager to accumulate more sales and have adequate good relationship with store owners.
  - Good trainings and monitor Sales Coordinator assigned every mall.

  
(Signature over Printed Name

of Employee/Applicant)

Date: 21/2/2023