

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	BASLAN		
FIRST NAME	JUMARI	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	ASILOM		
3. DATE OF BIRTH (mm/dd/yyyy)	11/9/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	165	ZIP CODE	6521
8. WEIGHT (kg)	70		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	
10. GSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	121269539965		
12. PHILHEALTH NO.	13-250360367-9		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	613-727-034	20. MOBILE NO.	09486076828
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	jumariasilom@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BASLAN			
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAZO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ASILOM			
FIRST NAME	MARIA FE			
MIDDLE NAME	BORINAGA		(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 SOUTH CENTRAL SCHOOL	PRIMARY	2004	2011		2011	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2011	2015		2015	NA
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2015	2019		2019	NA
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 13, 2025
-----------	---	------	--------------

IV. CIVIL SERVICE ELIGIBILITY

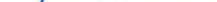
(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

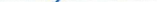
[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 13, 2025
-----------	---	------	--------------

[illegible][illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	NA	NA
DRIVING	NA	NA
SWIMMING	GOLD MEDALIST (VSU INTRAMURAL 2017-2018), BRONZE MEDALIST (SCUAA 2018)	VSU SWIMMING VARSITY TEAM

SIGNATURE		DATE	May 13, 2025
-----------	---	------	--------------

CS FORM 212 (Revised 2017), Page 3 of 4

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____ Date Filed: _____</p> <p>Status of Case/s: _____</p>													
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>													
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>													
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>QUEEN-EVER Y. ATUPAN</td> <td>VSU CASH OFFICE</td> <td>9955181566</td> </tr> <tr> <td>NICK FREDDY R. BELLO</td> <td>VSU ACCOUNTING OFFICE</td> <td>9353256803</td> </tr> <tr> <td>LOUELLA C. AMPAC</td> <td>VSU FINANCE</td> <td>9175423297</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	QUEEN-EVER Y. ATUPAN	VSU CASH OFFICE	9955181566	NICK FREDDY R. BELLO	VSU ACCOUNTING OFFICE	9353256803	LOUELLA C. AMPAC	VSU FINANCE	9175423297	
NAME	ADDRESS	TEL. NO.												
QUEEN-EVER Y. ATUPAN	VSU CASH OFFICE	9955181566												
NICK FREDDY R. BELLO	VSU ACCOUNTING OFFICE	9353256803												
LOUELLA C. AMPAC	VSU FINANCE	9175423297												
<p>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.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>DRIVER'S LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H12-19-001875</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>07-04-2019</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	DRIVER'S LICENSE	ID/License/Passport No.:	H12-19-001875	Date/Place of Issuance:	07-04-2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	Date Accomplished
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)														
PLEASE INDICATE ID Number and Date of Issuance														
Government Issued ID:	DRIVER'S LICENSE													
ID/License/Passport No.:	H12-19-001875													
Date/Place of Issuance:	07-04-2019													
Signature (Sign inside the box)														
Date Accomplished														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> JUMARI A. GASLAN </td> <td style="text-align: center;"> Right Thumbmark </td> </tr> </table>		 JUMARI A. GASLAN	 Right Thumbmark											
 JUMARI A. GASLAN	 Right Thumbmark													

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: 7/03/2020 to 5/13/2025
- Position: Clerk (Job Order)
- Name of Office/Unit: Cashiering Office
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Prepares and generates Reports of Check Issued and Cancelled for 101T plain, 101T Cebu, 164 Cebu, VSU Hospital-PF, IGP and VSU Hospital Phil Health
- Stamps as "PAID" all paid documents under All Funds mentioned above
- Prepares transmittal for VSU Cebu Office
- Provides information for BIR requirements (TIN application) and requirements for opening new Landbank payroll account
- Assists in validating clearances
- Submit daily the payment transactions to Land Bank including the ACIC, PACS, LDDAP, Checks and various bank requests
- Assists in preparing PACS, DV and Checks as alternate to the in charge
- Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to suppliers
- Performs other duties assigned by the Supervisor


JUMARI A. BASLAN
(Signature over Printed Name
of Employee/Applicant)

Date: 5/13/25