

# 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	LAYAN		
FIRST NAME	JESSIE JAMES	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	DUNGOG		
3. DATE OF BIRTH (mm/dd/yyyy)	10/22/1995	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	BARILI, CEBU	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 type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	NA House/Block/Lot No. NA Street NA ZONE 1 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	NA House/Block/Lot No. NA Street NA SAN VICENTE POBLACION Subdivision/Village Barangay DANA O BOHOL City/Municipality Province ZIP CODE 6344
8. WEIGHT (kg)	53		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2005320631		
11. PAG-IBIG ID NO.	1212 3017 8229	19. TELEPHONE NO.	NA
12. PHILHEALTH NO.	13-000124302-1	20. MOBILE NO.	0999 172 3385
13. SSS NO.	NA	21. E-MAIL ADDRESS (if any)	jjdlayan@vsu.edu.ph
14. TIN NO.	342 846 547 0000		
15. AGENCY EMPLOYEE NO.	V01063		

## 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	NA	NAME EXTENSION (JR., SR) NA	NA	
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	LAYAN			
FIRST NAME	MARCELO	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	EWICAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	DUNGOG			
FIRST NAME	GINA			
MIDDLE NAME	LATASA			

(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	Danao Central Elementary School	Elementary Diploma	2002	2008	Graduated	2008	2nd Honorable Mention
SECONDARY	Tagbilaran City Science High School	High School Diploma	2008	2012	Graduated	2012	With Honors
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	Visayas State University	BS Agricultural Engineering	2012	2017	Graduated	2017	Most Outstanding Student
GRADUATE STUDIES	University of the Philippines- Los Banos	MS Agricultural Engineering	2021	Present	NA	On-going	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09 Dec 2021
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

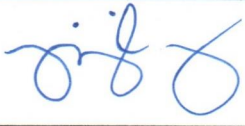
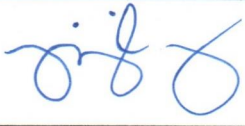
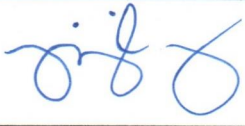






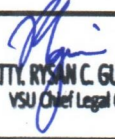
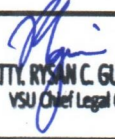
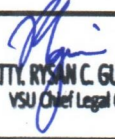
(Continue on separate sheet if necessary)

SIGNATURE		DATE	09 Dec 2021
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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 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)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ROBERTO C. GUARTE, Ph.D</td><td>Visca, Baybay City, Leyte 6521</td><td>0917 310 8078</td></tr><tr><td>ARTHUR IT. TAMBONG, FPSAE</td><td>Visca, Baybay City, Leyte 6521</td><td>0921 195 1438</td></tr><tr><td>MANUEL E. CASANGCAPAN</td><td>Visca, Baybay City, Leyte 6521</td><td>0935 942 1961</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ROBERTO C. GUARTE, Ph.D	Visca, Baybay City, Leyte 6521	0917 310 8078	ARTHUR IT. TAMBONG, FPSAE	Visca, Baybay City, Leyte 6521	0921 195 1438	MANUEL E. CASANGCAPAN	Visca, Baybay City, Leyte 6521	0935 942 1961				
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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.																	
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PRC License</td></tr><tr><td>ID/License/Passport No.:</td><td>009324</td></tr><tr><td>Date/Place of Issuance:</td><td>12/22/2020</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:	PRC License	ID/License/Passport No.:	009324	Date/Place of Issuance:	12/22/2020	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">09 Dec 2021</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		09 Dec 2021		Date Accomplished	
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SUBSCRIBED AND SWORN to before me this <u>10 FEB 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.																	
<table><tr><td></td></tr><tr><td>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	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.

- Duration: 04 October 2017 to present
- Position: Instructor I
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Eldon P. de Padua (current)
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Department Alumni Coordinator, 2019 – 2020
  - Department Tree-planting Coordinator, 2018 – 2020
  - Department Enrollment Focal Person, 2019-2020
  
- Summary of Actual Duties
  - Prepares and revised teaching materials/guides and submit to the department head.
  - Prepares and gives examinations (mid/final/long/quizzes).
  - Checks test papers and returns to students one week after the examination.
  - Submits grade sheets within the prescribed period to the Registrar through the department.
  - Turns over class records to department heads within two weeks after final examination
  - Makes himself available for consultation by his/her students during scheduled consultation hours.
  - Prepares research/extension proposals.
  - Implements duly approved research/extension projects within time frame.
  - Prepares reports within the prescribed period.
  - Presents research/extension outputs during conferences/fora of legitimate professional organizations.
  - Submits output for possible publication/patenting.
  - Performs administrative functions (if applicable).
  - Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - Performs other functions assigned by the department head, College Dean, Vice Presidents, and the University President.

  
 JESSIE JAMES D. LAYAN  
 Date: 09 Dec 2021