Revised 2017	DEDCO	NAL DAT	A CL	EET	-				
	PER50	NAL DATA	A 5H					- 1	
WARNING: Any misrepresentat	tion made in the Personal Data Sheet and the	Work Experience Sheet sha	all cause the t	filing of adm	inistrative/c	riminal case/s ag	gainst the per	son	
concerned. READ THE ATTACHED GUIDE	TO FILLING OUT THE PERSONAL DATA SHE	EET (PDS) BEFORE ACCOM	PLISHING TH	E PDS FORM	4.				
Print legibly. Tick appropriate boxes	) and use separate sheet if necessary. Indicate	N/A if not applicable. DO NOT A	BBREVIATE.		1. CS ID No.		(Do not fill up. Fo	or CSC use only)	
I. PERSONAL INFORMATIO	N T								
2. SURNAME	LAYAN								
FIRST NAME	JESSIE JAMES					NAME EXTENSION (JR.,	, SR)	NA	
MIDDLE NAME	DUNGOG								
DATE OF BIRTH     (mm/dd/yyyy)	10/22/1995	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth						
4. PLACE OF BIRTH	BARILI, CEBU	If holder of dual citizenship,				Pls. indicate co	ountry:		
5. SEX	✓ Male ☐ Female	please indicate the de	etails.					-	
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS	NA House/Block/Lo ZONE 1 Subdivision/Vi			G	NA Street GUADALUPE Barangay		
7. HEIGHT (m)	1.60		_	AYBAY CITY  ity/Municipality			LEYTE Province		
8. WEIGHT (kg)	53	ZIP CODE				6521			
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	Нои	NA use/Block/Lot No	0.		NA Street		
10. GSIS ID NO.	2005320631			AN VICENTE		Р	OBLACION Barangay		
11. PAG-IBIG ID NO.	1212 3017 8229		DANAO City/Municipality				BOHOL Province		
12. PHILHEALTH NO.	13-000124302-1	ZIP CODE	опуниний решу			6344			
13. SSS NO.	NA	19. TELEPHONE NO.	NA						
14. TIN NO.	342 846 547 0000	547 0000 20. MOBILE NO. 0999 172 3385							
15. AGENCY EMPLOYEE NO.	21. E-MAIL ADDRESS (if any)	jjdlayan@	vsu.edu.	<u>oh</u>					
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	NA		23. NAME of Ch	HILDREN (Write	e full name and	l list all)	DATE OF BIRT	H (mm/dd/yyyy)	
FIRST NAME	NA	NAME EXTENSION (JR., SR) NA	NA NA						
MIDDLE NAME	NA								
OCCUPATION	NA								
EMPLOYER/BUSINESS NAME	NA 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			(0)	antinua on sa	parate sheet if neces	reand.		
III. EDUCATIONAL BACKG				ĮC.	anunue on sej	parate sheet ii neces	isary)		
	NOOND					LUCKET LE ELL		SCHOLARSHIP	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	EE/COURSE	PERIOD OF	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED	
ELEMENTARY	Danao Central Elementary School	Elementary Diplo	oma	2002	2008	Graduated	2008	2nd Honorable Mention	
SECONDARY	Tagbilaran City Science High School	High School Diple	oma	2008	2012	Graduated	2012	With Honors	
VOCATIONAL / TRADE COURSE	NA NA	NA		NA	NA	NA	NA	NA	
COLLEGE	Visayas State University	BS Agricultural Engi	neering	2012	2017	Graduated	2017	Most Outstanding	
GRADUATE STUDIES	University of the Philippines- Los Banos	MS Agricultural Engi	neering	2021	Present	NA	On-going	Student NA	
SIGNATURE		Continue on separate sheet if nec	essary)	0/	TE.	m ^	h-	**O A	
J. J	7000	$\overline{}$				9 D	FORM 212 (Revised	2017), Page 1 of 4	

CAREE	ER SERVICE/ RA 1080	(BOARD/ BAR) UNDER	RATING	DATE OF	Pi top op p	TION LOSS	NACALT.	LICENSE (if a	
BAR	SPECIAL LAWS/ RANGAY ELIGIBILITY /		(If Applicable)	EXAMINATION / PLACE OF EXAMINATION CONFERMENT		HON / CONFER	RMENT	NUMBER	Date of Validity
Agricultura	al Engineers Lice	Engineers Licensure Examination 79.97% Aug 23-24, 2017 Manila			0009324	10/22/20			
	21								
					4				
	XPERIENCE ate employment.	Start from your recen		ontinue on separate sheet if roon of duties should be		hed Work Ex	xperience she	et.	
	SIVE DATES n/dd/yyyy) To	POSITION TI (Write in full/Do not a			CY / OFFICE / COMPANY o not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'SERVIC
4/10/2017	Present	Instructo	rl	Visayas Sta	te University	23962.40	S12	Temporary	Y
		***************************************							_
		y							
			(Cc	ontinue on separate sheet if r	ecessary)				
	TURE	• "			DATE	09	15.	2021	

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMEN			ORGANIZATIO	N/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIV (mm/do		NUMBER OF HOURS		POSITION / NATURE OF WORK
College of Engineering-Supreme Student Counc	2018	2021			Adviser	
Philippine Society of Agricultural & Biosystems University Student Chapter	2018	2021			Adviser	
Viscan Initiative		07/21/2020	Present		Founder	
VII. LEARNING AND DEVELOPMENT (L&D) (Start from the most recent L&D/training program and include	INTERVENTIONS/TRAINING		TTENDED		erial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full)		ATTEN	DATES OF DANCE (d/yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ CONDUCTED/ SPONSORED BY Supervisory/ (Write in full) Technical/etc)	
Training Workshop on the Development of Integrated Curriculum	OBE and K-12 Compliant BSABE	09/17/2018	09/21/2018	30 to 40	Supervisory	CHED - TCABE
1st PSABE Regional Convention		4/5/2018	4/6/2018	10 to 15	Technical	PSABE - Region VIII
Shortcourse Training and Workshop on Food Value (	Chain	10/7/2019	10/15/2019	30 to 40	Technical	VSU, VSU-CA, VSU-DFST, ASEAN, DA, MAFF
ScienceDirect Articles and Journals: Choosing the R	tight One for Your Research	01/29/2021	01/29/2021	4.0	Technical	Elsevier
70th PSABE Annual National Convention		04/26/2021	04/28/2021	10 to 15	Technical	PSABE, inc.
Statistical Methods with MATLAB		09/20/2021	09/21/2021	15.0	Technical	DOST-ERDT thru TechSource
2021 PSABE Visayas Wide Convention		1/12/2021	2/12/2021	16.0	Technical	PSABE, Inc. thru PSABE 7
		-				<del> </del>
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			-			
		-		-		
			-			
			-	-		
VIII. OTHER INFORMATION	(0	Continue on separate .	sileet ii necessar			
31. SPECIAL SKILLS and HOBBIES	32. N	ON-ACADEMIC DISTIN	NCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Excellent communicator	NA NA					Philippine Society of Agricultural & Biosystems Engineers
Proven leaderahip skills					Visayas State University Alumni Association	
Proficient in Microsoft PowePoint, Word and Excel						
Student advising and counseling						
	1	Continue on separate	sheet if necessar	y)		
SIGNATURE				DA	ATE	09 Dec 2021 CS FORM 212 (Revised 2017), Page 3 of 4

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,							
	<ul><li>a. within the third degree?</li><li>b. within the fourth degree (for Local Government Unit - Care</li></ul>	YES NO						
		If YES, give details:						
35.	a. Have you ever been found guilty of any administrative offer	☐ 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 arby any court or tribunal?	☐ YES ☑ NO If YES, give details:						
	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en out (abolition) in the public or private sector?	nd of term, finished contract or phased	☐ YES ☑ NO If YES, give details:					
38.	a. Have you ever been a candidate in a national or local election)?	☐ YES ☑ NO If YES, give details:						
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:						
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):						
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),							
a.	Are you a member of any indigenous group?	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?	If YES, please specify ID No:						
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	/appointee)						
	NAME	ADDRESS	TEL. NO.					
	ROBERTO C. GUARTE, Ph.D	Visca, Baybay City, Leyte 6521	0917 310 8078					
	ARTHUR IT. TAMBONG, FPSAE  MANUEL E. CASANGCAPAN	Visca, Baybay City, Leyte 6521	0921 195 1438					
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 filling 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							
G	overnment Issued ID: PRC License							
H	/License/Passport No.: 009324	ox)						
D	ate/Place of Issuance: 12/22/2020		Right Thumbmark					
	SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.							
	Person Administering Oath							

## **WORK EXPERIENCE SHEET**

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 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