

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	BANTASAN		
FIRST NAME	JADE BARACHIEL		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	DADO		
3. DATE OF BIRTH (mm/dd/yyyy)	8/2/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	TONDO, MANILA	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.71	Bartolini Apartment N/A	
8. WEIGHT (kg)	79	House/Block/Lot No. Street	
9. BLOOD TYPE	O	N/A GUADALUPE	
10. GSIS ID NO.	N/A	Subdivision/Village Barangay	
11. PAG-IBIG ID NO.	MD 121237866695	BAYBAY CITY LEYTE	
12. PHILHEALTH NO.	13-025480232-9	City/Municipality Province	
13. SSS NO.	N/A	ZIP CODE 6521-A	
14. TIN NO.	708-079-024	18. PERMANENT ADDRESS	
15. AGENCY EMPLOYEE NO.	V00982	N/A N/A	
		House/Block/Lot No. Street	
		N/A LIBERTAD	
		Subdivision/Village Barangay	
		KANANGA LEYTE	
		City/Municipality Province	
		ZIP CODE 6531	
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09617605346
		21. E-MAIL ADDRESS (if any)	jade.bantasan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BANTASAN			
FIRST NAME	DOMINADOR	JR		
MIDDLE NAME	ISALES			
25. MOTHER'S MAIDEN NAME	JOCELYN GEMMA MIGUELA C. DADO			
SURNAME	BANTASAN			
FIRST NAME	JOCELYN GEMMA MIGUELA C. DADO			
MIDDLE NAME	DADO		(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	KANANGA CENTRAL SCHOOL	PRIMARY EDUCATION	1/6/2003	4/30/2009	N/A	2008	N/A
SECONDARY	KANANGA NATIONAL HIGH SCHOOL	HIGH SCHOOL	1/6/2009	4/30/2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ARTS IN ENGLISH LANGUAGE	1/6/2013	6/15/2017	N/A	2017	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN LANGUAGE TEACHING	8/15/2017	10/30/2021	N/A	2021	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/17/2022
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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	02/17/2022
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

INCLUSIVE DATES OF						

(Continue on separate sheet if necessary)





31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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(Continue on separate sheet if necessary)

02/A/2022



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.	
ANNIE P. GRAVOSO	BAYBAY CITY	N/A	
SEREGENA RUTH MARTINEZ	BAYBAY CITY	N/A	
GUIRALDO E. FERNANDEZ	BAYBAY CITY	N/A	
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: VSU ID</div> <div>ID/License/Passport No.: V00982</div> <div>Date/Place of Issuance: 08/01/2016, BAYBAY CITY</div>		<div> Signature (Sign inside the box)</div> <div>02/17/2022 Date Accomplished</div>	<div> Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			
<div> ATTY. RYSAN C. GUINOCOR Person Administering Oath</div>			



**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: July 31, 2017 – January 28, 2022
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: JETT C. QUEBEC
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Attended various seminars and trainings conducted inside and outside the school.
- Summary of Actual Duties
  - Responsible for teaching College and Senior High School students in the field of English and Social Science
  - Responsible for computing the grades of the students
  - In charge for classroom management

  
**JADE BARACHIEL D. BANTASAN**

(Signature over Printed Name  
of Employee/Applicant)

Date: February 17, 2022