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.

Print legibly. Tick appropriate boxes (TO FILLING OUT THE PERSONAL DATA SHEE () a use separate sheet if necessary. Indicate No.				1. CS ID No.		(Do not fill up. F	or CSC use only		
PERSONAL INFORMATION 2. SURNAME	DONAYRE									
FIRST NAME	JERLYN NAME EXTENSION (JR., SR)									
MIDDLE NAME	MAARAT .									
3. DATE OF BIRTH	IIIANAI	46 CITIZENCI IID				EII IDINO				
(mm/dd/yyyy)	06/26/1992	16. CITIZENSHIP		FILIPINO						
4. PLACE OF BIRTH	BAYBAY; LEYTE	YBAY; LEYTE If holder of dual citizen				nship, Pls. indicate country:				
5. SEX	FEMALE	please indicate the de	tails.							
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS:	Ног	use/Block/Lot No).		Street			
	TOTAL SECTION OF THE SEC			ubdivision/Village			ZONE 23			
7. HEIGHT (m)	1.52	, , , ,	BA		BAYBAY			Barangay LEYTE		
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4. TIN NO.	758-315-417	758-315-417 20. MOBILE NO.			0926-308-1160					
5. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	j	jerlyndonayr	e@gmail.co	om, jerlyn.donayr	e@vsu.edu.p	oh		
I. FAMILY BACKGROUND		•								
2. SPOUSE'S SURNAME	N/A	NAME EXTENSION (JR., SR)	23. NAME of Ch				DATE OF BIRT			
FIRST NAME	- N/A	THATE EVICTOR (U.C., STY)	JABON, JENICA ROSE D.			09/01/2012				
MIDDLE NAME	N/A				JABON, FRANCHEZKA YLAINE D.			01/15/2015		
OCCUPATION	N/A	* *	JABON,	JERICHO MA	ATT	D.	05/01	1/2018		
EMPLOYER/BUSINESS NAME	N/A				Charles and Charles	2				
BUSINESS ADDRESS TELEPHONE NO.	N/A N/A									
24. FATHER'S SURNAME	DONAYRE									
FIRST NAME	CEDRIC	NAME EXTENSION (JR., SR)								
MIDDLE NAME	ILAIDA	16.15 								
25. MOTHER'S MAIDEN NAME		n :		:						
SURNAME	MAARAT			**************************************	Principle Committee					
FIRST NAME	LYDIA									
MIDDLE NAME	CONEJOS		The second second second	(Co	ontinue on se	parate sheet if neces	sary)			
III. EDUCATIONAL BACKGI	ROUND	•								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE	E/COURSE PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIF ACADEMIC HONORS			
ELEMENTARY	BAYBAY NORTH 1 CENTRAL SCHOOL	PRIMARY EDUCA	TION	2000	To 2005	GRADUATED	2008	RECEIVED NON-SCHOLAST		
		4 9						AWARD		
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	, SECONDARY EDUC	ATION	2005	2009	GRADUATED	2012	N/A		
VOCATIONAL / TRADE COURSE	N/A	N/A	THOE III	N/A	N/A	N/A	N/A	N/A		
COLLEGE	VISAYAS STAE UNIVERSITY	BACHELOR OF SCIENCE COMPUTER SCIENCE		2016	2023	124 UNITS	N/A	N/A		
GRADUATE STUDIES	N/A	N/A	NEW CONTRACTOR CONTRACTOR	N/A	N/A	N/A	N/A	N/A		
SIGNATURE		essary)	DATE 7/28/1			28/202				

CS FORM 212 (Revised 2017), Page 1 of 4

// CIVIL SERVICE ELIGIBILITY CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING			DATE OF	LICENSE (if applicable)					
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	XPERIENCE				**				
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	n/dd/yyyy)		POSITION TITLE DEPARTMENT / AGENCY / OFFICE / COMPANY in full/Do not abbreviate) DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	SERVICE (Y/ N)	
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4/02/2025	Present	Administrative			F ENGINEERING	603.40/day	00-00	JO	Y
1/01/2024		Administrative	A Marine Committee		agement Office	603.40/day	00-00	JO	Y
9/06/2023	08/31/2022	Administrative Aide	West to the		agement Office ,, Head for Planning	603.40/day	00-00	. JO	Y
	08/31/2022	Adminstrative Aide	enterne Avro		553.40/day	00-00	J0	Y	
1/01/2021		Adminstrative Aide		Planning Office Office of the Vice President for Planning,		553.40/day	00-00	JO	Y
2/06/2019	08/03/2020	Administrativ	1	Resource Generation and Auxiliary Metro Retail Stores Group Incorporation		350/day	00-00	Regular	N
2/00/2019	00/03/2020	Casnie	4	Metro Retail Stores Group incorporation		Journal	00-00	Regulai	IN
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II. VOLUNTARY WORK OR INVOLVEMENT IN	CIVIC / NON-GOVERNMENT /			RGANIZATION	1/\$	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	heinlogers	POSITION / NATURE OF WORK , ,
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IT YES, give details.						t to the second
		linue on separate :		4)		
II. LEARNING AND DEVELOPMENT (L&D) IN tart from the most recent L&Drivaining program and include				ief/Executive/Manag	yerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)			DATES OF DANCE (d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ • Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Strategic Planning Training Workshop			07/26/2024	40.0	Technical	Visayas State University
Strategic Foresight-Scenario Building Training Workshop			07/19/2024	8.0	Technical	Visayas State University
Gender Sensitivy Train	ing sax [] Yunona	. 04/12/2024	04/12/2024	8.0	Technical	Visayas State University
Wellness Seminar	н тер, умя цен	04/02/2024	04/02/2024	8.0	Technical	Visayas State University
Women Inspiring Women Forum			03/20/2024	8.0	Technical	Visayas State University
Financial Transaction Forum SMD 22 Y 1 M 100 M			03/20/2024	8.0	Technical	Visayas State University
ISO 9001:2015 Awaren'ess/Re-Awa	renes Webinar	08/29/2023	08/29/2023	4.0	Technical	Visayas State University
Mental Health Awareness			04/25/2023	8.0	Technical	Visayas State University
Application of Virtual Reality to Agriculture, Land	use and Transportation plans	06/22/2022	06/22/2022	8.0	Technical	Visayas State University
Disaster Risk Reduction and Management Training for LGU-Baybay City			04/06/2022	8.0	Technical	Visayas State University
98th VSU Anniversary Webinar " My	Changing Body"	02/05/2022	0704/2022	4.0	Technical	Visayas State University
Virtual Data Privacy Act 2012 Awa	reness Seminar	07/04/2022	07/04/2022	8.0	Technical	Visayas State University
Webinar on Menupause and other Common Gynecologic Problems			03/31/2022	4.0	Technical	Visayas State University
Eastern Visayas Project Monitoring System			02/03/2021	8.0	Technical	National Economic and Development Authority
Re-orientation of Employees Duties and Responsibilities and Good Cutomer Service			09/31/2021	8.0	Technical	Visayas State University
97th VSU Funding Anniversary " The Biggest Losser: VSU Edition"			01/20/0201	20.0	Technical	Visayas State University
Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIS			05/03/2021	2.5	Technical	Visayas State University
your Records before They Control You: The Basics of	Records Management and Records	01/27/2021	01/27/2021	3.0	Technical	DOST-STII
ISO 9001:2015 Awareness/Re-Awa	arenes Webinar	±,11/27/2020	11/27/2020	8.0	Technical	Visayas State University
Document Tracking Sys	stem	11/13/2020	11/13/2020	3.0	Technical	Visayas State University
Information Security and Document	OV 113	11/06/2020	11/06/2020	1.0	Technical	AGF
Operational Planning Workshop and Refran	\$(\tau_i)	10/05/2020	10/07/2020	24.0	Technical	Visayas State University
forkshop on the Assessment of Accomplishment and	Vous monne.	09/30/2020	09/30/2020	8.0	Technical	Visayas State University
Organizing Your VSU Email for Stres	0701	11/20/2020	11/20/2020	1.5	Technical	Visayas State University
Positive Provocation		12/11/2016	12/11/2016	8.0	Technical	Visayas State University
Experience of the second secon	on presentation and a	01/04/2009	09/06/2010	300.0	Technical	ICOT with collaboration of TESDA
Software Developme		tinue on separate	te off hec	inger mak	isi ne ence	ands finders set to the court
VIII. OTHER INFORMATION	•	.	•		•	
31. SPECIAL SKILLS and HOBBIES	32. NON	-ACADEMIC DISTIN	e in full) 🖟	GNITION	A perco Popul " Parata	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Intermediate Programming		* N/A	4			Basic Ecclesial Communities
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chief of bureau or office or to the person who has in Bureau or Department where you will be apppointe a. within the third degree? b. within the fourth degree (for Local Government U	ed,	NEUTAN.	•	YES YES	✓ NO -
b. within the fourth degree (for Local Government C	Unit - Career Em	nployees)?	475		
** L Angles of the state of the second content of the second co	Unit - Career Em	nployees)?	475	☐ YES	[Z] NO
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	trative offense?			YES	✓ NO
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b. Have you been criminally charged before any co	oûit?	17.1		☐ YES	☑ NO
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Have you ever been convicted of any crime or viola		decree ordinal			MIDMON OURDED PRINCIPLE OF STREET
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Have you are been sented from the comics in	any of the follow	uina madaay raa	ignation refinement		
Have you ever been separated from the service in dropped from the rolls, dismissal, termination, end the public or private sector?				YES If YES, give detai	S: desense to telengue
a. Have you ever been a candidate in a national or	local election h	eld within the la	st year (except	YES	✓ NO
Barangay election)?	3.6	040400300	AndElgolasSelv € 1	If YES, give deta	ails:
b. Have you resigned from the government service			iod before the last	☐ YES	NO NO
election to promote/actively campaign for a national	al or local candid	date?	Scornesso - Par	If YES, give det	Disaster Risk Reduction and Manageme :alia
Have you acquired the status of an immigrant or pe	ermanent reside	ent of another co	ountry?	YES	M " NO STAVEN USV AISS
			ssectionto	If YES, give detail	s (country):
Are you a person with disability? Are you a solo parent?	75	######################################	isociales abioses be	☐ YES If YES, please speci ☐ YES If YES, please speci	☑ NO
REFERENCES (Person not related by consanguinity or affinity	y to applicant /appoi	ntee)	0.100.1201.	ากเหตุกรร ของกระ	180 9001:2815 AwerenetsiRe-A
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I declare under oath that I have personally accomplete statement pursuant to the provisions Philippines. I authorize the agency head/authorize agree that any misrepresentation made in administrative/criminal case/s against me.	of pertinent la ed representativ	aws, rules and re to verify/valid	regulations of the ate the contents state	Republic of the ed herein.	JERLYN M. DONAYRE
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SUBSCRIBED AND SWORN to before me this	2 9 JU	L 2025		iting his/her validly issu	ed government ID as indicated above.
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(Start from the most recent L&D/training program and include only the relevant L&D/training taken for t	he last five (5) year	rs for Division Ch	ief/Executive/Manag	gerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Fostering Psychological Safety in the Workplace	30/04/2025	30/04/2025	4.0	Technical	Visayas State University
Orientation on the BOR Approved Internal Audit Framework	27/05/2025	27/05/2025	8.0	Technical	Visayas State University
		•			
		*			
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					CS FORM 212 (Revised 2017), Page 3 of 4

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

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: April 1, 2025 to Present
- Position: Administrative Aide III
- Name of Office/Unit: Faculty of Engineering
- Immediate Supervisor: Engr. Jannet C. Bencure
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Serves as dDRC for the Faculty of Engineering
 - ensuring proper documentation control and compliance with QMS.
 - Organizes and files documents properly for easy tracking.
 - Keeps a record of all incoming and outgoing papers and messages.
 - Support to Students
 - Assess Student Application (Clearance and Application for Graduation, Shifting, Transfer, Leave of Absence).
 - Help in facilitating student onboarding, orientation and activities.
 - Support to Faculty
 - Facilitated facility reservation and borrowing of equipment
 - Helps with financial paperwork like reimbursements and disbursement vouchers.
 - Requests repairs, maintenance, decorations, or guest speakers when needed.
 - Summary of Actual Duties

Provided comprehensive administrative support by managing records, processing financial documents, coordinating meetings and events, handling maintenance and logistics requests, and ensuring proper documentation control as the designated dDRC. While assisting in day-to-day operations and special tasks assigned by the Dean.

- Duration: September 6, 2025 to March 31, 2025
- Position: Administrative Aide III
- Name of Office/Unit: Risk Management Office
- Immediate Supervisor: Dr. Moises Neil V. Seriño
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Acted as the Deputy Document Records Controller (dDRC) of the Risk Office.
 - Assisted in preparing documents for internal audits related to risk.
 - o Planning Documents,
 - Proposed Template for Planning Forms
 - Facilitated the Document Review of Institutional Planning Guidelines and Procedure, Planning Document (Forms) and Risk Assessment Procedure and Guidelines.
 - University Risk Assessment
 - Helped different offices in identifying their risk.
 - Supported in identifying university-wide risks using tools like SWOT, SOAR, and PESTLE analysis.
 - Created simple forms and templates to make risk reporting easier.
 - Helped move risk monitoring and reporting to digital format.
 - Monitored and made sure all offices submitted their risk assessments on time.
 - Maintained organized updated risk records and documents.
 - Helped monitor the effectiveness of action plans related to risk management.
 - Facilitated the strategic planning and risk assessment workshops.
 - Sent and followed up on communications related to risk assessments and reports.
 - Collected and organized risk reports to assist management in decision-making.
 - Provided clerical and admin support during universitywide risk assessment activities.
 - Summary of Actual Duties
 - Supported the university's risk management by coordinating with offices, organizing reports, simplifying forms, ensuring timely submissions, and helping shift to digital monitoring.

- Duration: January 1, 2021 to August 31, 2022
- Position: Administrative Aide I
- Name of Office/Unit: Planning Office
- Immediate Supervisor: Mr. Toni Marc L. Dargantes
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any):
 - Land Use Development Infrastructure Plan
 - Helped assess, gather data for drafting the University's LUDIP
 - Capital Outlay Projects
 - Supported the preparation and submission of proposals for government funding.
 - Helped different offices prepare their budget proposals and BP202 forms.
 - Worked with Planning Engineers to clarify office requests.
 - Made and standardized forms for listing office equipment.
 - Checked if offices followed GAD and budget proposal requirements.
 - Collected and organized consolidated CO Proposals for presentations and submission to CHED, BOR, and DBM.
 - Served as secretary for the Planning Office—sent notices, listed attendance, took meeting notes, and helped during planning events.
 - Acted as a dDRC for the Planning Office
 - Alternate dDRC for Risk management Office
 - Alternate dDRC for VPRGAS
 - Delivered and followed up documents for the Planning, Risk, and VP-PRGAS Offices.
 - Received, recorded, and sent out official communications for the Planning, Risk, and VP-PRGAS Offices.
 - Planning Document and Strategic Planning
 - Assisted in preparing reports related to the university's strategic and operational plans.
 - Maintained, monitored and consolidated accomplishments and physical targets of different office/units.
 - Facilitated university-wide planning workshops and planning-related activities.
 - Took on other tasks as requested by the head of the Planning Office.

- Summary of Actual Duties:
 - Provided administrative, clerical, and messengerial support to the Planning Office, including preparing templates, assisting in BP202 and GAD forms, and consolidating capital outlay proposals for DBM submission. Coordinated with engineers, monitored planning document compliance, and served as DRC for the Planning Office and alternate DRC for two other offices. Participated in drafting the LUDIP and performed secretariat duties such as preparing notices, minutes, and attendance.
- Duration: August 3, 2020 to December 31, 2020
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Vice President for Planning,
 Resource Generation and Auxiliary Services
- Immediate Supervisor: Dilberto O. Ferraren
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Provided support in the preliminary planning of the LUDIP and other special projects.
 - Aided in coordinating activities related to project proposals for congressional funding.
 - Acted as dDRC for VPRGAS.
 - Summary of Actual Duties
 - Provided administrative and clerical support to OVPPRGAS by assisting in the preparation, filing, and distribution of official documents. Supported the consolidation of planning requirements and reports from various university offices. Coordinated schedules, meetings, and communications on behalf of the office. Performed clerical tasks such as data encoding, document reproduction, and follow-ups. Also carried out messengerial duties, including routing and delivering documents to internal offices and following up with external agencies and stakeholders.

JERLYN M. DONAYRE
(Signature over Printed Name of Employee/Applicant)

Date: July 14, 2025