

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 () ☐ 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	DONAYRE		
FIRST NAME	JERLYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MAARAT		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1992	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS:	
7. HEIGHT (m)	1.52	House/Block/Lot No.	Street
8. WEIGHT (kg)	82	Subdivision/Village	ZONE 23
9. BLOOD TYPE	O	BAYBAY	Barangay
10. GSIS ID NO.	N/A	City/Municipality	LEYTE
11. PAG-IBIG ID NO.	1212-5153-13-06		Province
12. PHILHEALTH NO.	13-201231367-9	ZIP CODE	6521
13. SSS NO.	06-4301074-5	18. PERMANENT ADDRESS:	
14. TIN NO.	758-315-417	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	N/A	Subdivision/Village	ZONE 1
		BAYBAY	Barangay
		City/Municipality	LEYTE
			Province
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0926-308-1160
		21. E-MAIL ADDRESS (if any)	jerlyndonayre@gmail.com, jerlyn.donayre@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)	JABON, JENICA ROSE D.	09/01/2012
MIDDLE NAME	N/A		JABON, FRANCHEZKA YLAINE D.	01/15/2015
OCCUPATION	N/A		JABON, JERICO MATT D.	05/01/2018
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DONAYRE			
FIRST NAME	CEDRIC	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ILAIDA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MAARAT			
FIRST NAME	LYDIA			
MIDDLE NAME	CONEJOS			

(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 NORTH 1 CENTRAL SCHOOL	PRIMARY EDUCATION	2000	2005	GRADUATED	2008	NON-SCHOLASTIC AWARD
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STAE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2016	2023	124 UNITS	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/28/2025
-----------	---	------	-----------

[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	7/28/2021
-----------	---	------	-----------

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.

NAME & ADDRESS OF ORGANIZATION
(Write in full)

INCLUSIVE DATES
(mm/dd/yyyy)

From

To

NUMBER OF HOURS

POSITION / NATURE OF WORK

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial 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)

Strategic Planning Training Workshop

07/22/2024

07/26/2024

40.0

Technical

Visayas State University

Strategic Foresight-Scenario Building Training Workshop

07/15/2024

07/19/2024

8.0

Technical

Visayas State University

Gender Sensitivity Training

04/12/2024

04/12/2024

8.0

Technical

Visayas State University

Wellness Seminar

04/02/2024

04/02/2024

8.0

Technical

Visayas State University

Women Inspiring Women Forum

03/20/2024

03/20/2024

8.0

Technical

Visayas State University

Financial Transaction Forum

03/20/2024

03/20/2024

8.0

Technical

Visayas State University

ISO 9001:2015 Awareness/Re-Awareness Webinar

08/29/2023

08/29/2023

4.0

Technical

Visayas State University

Mental Health Awareness

04/25/2023

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

04/06/2022

8.0

Technical

Visayas State University

98th VSU Anniversary Webinar " My Changing Body"

02/05/2022

07/04/2022

4.0

Technical

Visayas State University

Virtual Data Privacy Act 2012 Awareness Seminar

07/04/2022

07/04/2022

8.0

Technical

Visayas State University

Webinar on Menopause and other Common Gynecologic Problems

03/31/2022

03/31/2022

4.0

Technical

Visayas State University

Eastern Visayas Project Monitoring System

02/03/2021

02/03/2021

8.0

Technical

National Economic and Development Authority

Re-orientation of Employees Duties and Responsibilities and Good Customer Service

09/31/2021

09/31/2021

8.0

Technical

Visayas State University

97th VSU Funding Anniversary " The Biggest Loser: VSU Edition"

01/04/2021

01/20/2021

20.0

Technical

Visayas State University

Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIS

05/03/2021

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-Awareness Webinar

11/27/2020

11/27/2020

8.0

Technical

Visayas State University

Document Tracking System

11/13/2020

11/13/2020

3.0

Technical

Visayas State University

Information Security and Document Control

11/06/2020

11/06/2020

1.0

Technical

AGF

Operational Planning Workshop and Reframing of the Strategic Plan

10/05/2020

10/07/2020

24.0

Technical

Visayas State University

Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan

09/30/2020

09/30/2020

8.0

Technical

Visayas State University

Organizing Your VSU Email for Stress-free Productivity

11/20/2020

11/20/2020

1.5

Technical

Visayas State University

Positive Provocations

12/11/2016

12/11/2016

8.0

Technical

Visayas State University

Software Development

01/04/2009

09/06/2010

300.0

Technical

ICOT with collaboration of TESDA

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.

SPECIAL SKILLS and HOBBIES

32.

NON-ACADEMIC DISTINCTIONS / RECOGNITION
(Write in full)

33.

MEMBERSHIP IN ASSOCIATION/ORGANIZATION
(Write in full)

Intermediate Programming

N/A

Basic Ecclesial Communities

Microsoft Office (Word, Excel, Powerpoint)

Google Workspace (Docs, Sheets, Calendar, Drive)

Troubleshooting and Tech Support

Multitasking under pressure

Problem Solving

(Continue on separate sheet if necessary)

SIGNATURE

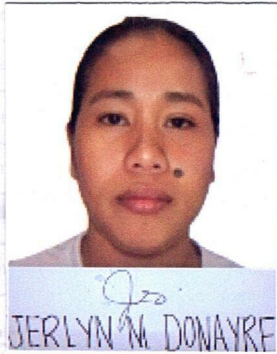
DATE

7/28/2025

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

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 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: _____

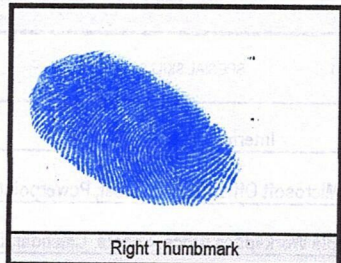
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Glenn G. Pajares	Office of the Vice President for Planning and Development	1004
Aleli A. Villocino	Office of the Vice president for-Student Affairs and Services	1064
Pamela P. Oraño	Quality Assurance Center	1076
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.		



Jerlyn M. DONAYRE

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	Voters ID
ID/License/Passport No.:	3708-0062B-F2692JMD20000
Date/Place of Issuance:	Baybay City, Leyte

Signature (Sign inside the box) 71-281-624	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

29 JUL 2025

, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No.: 1112
Page No.: 59
Book No.: 88
Series of 20

Atty. Myra Belle L. Aure
Public Attorney III
(Pursuant to R.A. No. 9406)
Person Administering Oath

[illegible]

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.**
 - **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 university-wide 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 16, 2025