

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	AVILA		
FIRST NAME	DORYN JAN	NAME EXTENSION (JR., SR) <i>N/A</i>	
MIDDLE NAME	LAUZON		
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	VISCA, BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	DUPLEX I-1 VSU House/Block/Lot No. Street VISCA BRGY. PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6521-A
8. WEIGHT (kg)	59		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	DUPLEX I-1 VSU House/Block/Lot No. Street VISCA BRGY. PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	021-1365-1369-3	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	121092590046		
12. PHILHEALTH NO.	13-000096686-0	19. TELEPHONE NO.	053 5630550
13. SSS NO.	NA	20. MOBILE NO.	09306479167
14. TIN NO.	270-141-142	21. E-MAIL ADDRESS (if any)	dorynjanavila@yahoo.com
15. AGENCY EMPLOYEE NO.	V00061		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	AVILA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DON	NAME EXTENSION (JR., SR) <i>N/A</i>	FRANCESCA MARGARITA L. AVILA	07/14/2007
MIDDLE NAME	MARASIGAN		JULIANA ISOBEL LAUZON	08/07/2020
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LAUZON			
FIRST NAME	DOMINADOR	JR.		
MIDDLE NAME	AGUILLON			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIZON			
FIRST NAME	ROBERTA			
MIDDLE NAME	ORAG			

(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY	01/06/1988	01/03/1994	Graduated	1994	1ST Hon.Mention
SECONDARY	VISCA LABORATORY HIGH SCHOOL	SECONDARY	01/06/1994	01/03/1998	Graduated	1998	Consistent Honor
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	LEYTE STATE UNIVERSITY (NOW VSU)	BACHELOR OF SCIENCE IN AGRIBUSINESS	01/06/1998	01/04/2002	Graduated	2002	College Scholar
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTERS IN BUSINESS ADMINISTRATION	01/06/2012	12/12/22	Graduated	2022	CHED K-12

(Continue on separate sheet if necessary)

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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

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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)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA

(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)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Trainig -Workshop on Business Model Canvass and Business Plan Preparation	February 8, 2023	February 10, 2023	24	Technical	
	31st Visayas Area Business Conference (VABC)	August 26, 2022	August 26, 2022	8	managerial	Chamber of Commerce
	Alternative Learning System education and Skills Development Training (ALS_EST) Webinar	Feb 26, 2022	February 26, 2022	9	Technical	VSU Tolosa and Tolosa LGU
	Business Planning Overview Webinar (ALS-EST)	Februaru 26, 2022	february 26, 2022	9	Technical	VSU Tolosa and Tolosa LGU
	Wenbinar on Organizing Enterprise (ALS-EST)	March 5, 2022	March 5, 2022	9	Technical	VSU Tolosa and Tolosa LGU
	webinar on Financial Management (ALS-EST)	March 12, 2022	March 19, 2022	20	Technical	VSU Tolosa and Tolosa LGU
	Training-Workshop on Project Identification of Business Opportunities and FS Preparation for IGP Managers	July 18, 2022	July 20, 2022	24	Technical	VSU IGP
	Farm Business Management Training	July 27, 2022	July 27, 2022	4	Technical	ATI-NTC
	BUSINESS SUMMIT	11//2019	11//2019	16 HOURS		University of San Carlos
	THREE BATCHES OF ENTREPRENEURIAL MANAGEMENT TRAINING OF YRRP 2017 PROGRAMS AND PROJECTS	08/29/2019	09/26/2019	36 HOURS	TECHNICAL	MUNICIPALITY OF MAYORGA
	VALUE CHAIN ANALYSIS TRAINING OF YRRP 2017 PROGRAMS AND PROJECTS	08/06/2019	08/09/2019	24 HOURS	TECHNICAL	MUNICIPALITY OF MAYORGA
	TRAINING-WORKSHOP ON ENTREPRENEURSHIP AND BUSINESS PLANNING	05/03/2017	05/05/2017	27HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	TRAINING ON BUSINESS PLANNING	03/02/2017	03/03/2017	18 HRS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	TRAINING ON BUSINESS PLANNING	03/06/2017	03/09/2017	36 HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	TRAINING ON BUSINESS PLANNING	03/16/2017	03/17/2017	18 HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	TRAINING ON BUSINESS PLANNING	03/21/2017	03/24/2017	36 HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	ENTREPRENEURSHIP, RECORD KEEPING AND SIMPLE MARKETING TRAINING-WORKSHOP	09/12/2016	09/13/2016	18 HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	BUSINESS PLAN TRAINING AND WORKSHOP	09/08/2016	09/09/2016	18 HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	GO NEGOSYO SEMINAR	09/03/2016	09/03/2016	4 HOURS	SUPERVISORY	UNIVERSITY OF SAN CARLOS
	ENTREPRENEURSHIP TRAINING SERIES	08/19/2016	08/20/2016	18 HOURS	TECHNICAL	UNITED NATIONS DEVELOPMENT PROGRAM
	ENTREPRENEURSHIP AND ASSET BUILDING THROUGH SAVINGS BUSINESS PLANNING WORKSHOP	06/15/2015	06/17/2016	36 HOURS	TECHNICAL	FOOD AND AGRICULTURE ORGANIZATION
	ENTREPRENEURSHIP AND ASSET BUILDING THROUGH SAVINGS BUSINESS PLANNING WORKSHOP	05/27/2015	05/29/2015	36 HOURS	TECHNICAL	FOOD AND AGRICULTURE ORGANIZATION
	RECORD-KEEPING, PRODUCT COSTING AND MARKETING TRAINING-WORKSHOP FOR OUT OF SCHOOL YOUTHS	01/05/2015	01/09/2015	40 HOURS	TECHNICAL	SAVE THE CHILDREN
	1ST NATIONAL CONFERENCE IN MANAGEMENT	08/29/2013	08/30/2013	18 HOURS	MANAGERIAL	UNIVERSITY OF SAN CARLOS
	TECHNICAL SHARING PROGRAM: THE ROLE OF SUCs ON IMPACT EVALUATION	07/29/2013	07/31/2013	36 HOURS	MANAGERIAL	NATIONAL ECONOMIC DEVELOPMENT AUTHORITY
	SEMINAR ON SUSTAINABLE MODEL FOR AGROTOURISM AND LEARNING DEVELOPEMNT CENTER	04/26/2013	04/26/2013	8 HOURS	MANAGERIAL	PHILROOTCROPS
	1ST PHASE IMPACT EVALUATION TRAINING	04/13/2013	04/21/2013	64 HOURS	MANAGERIAL	NATIONAL ECONOMIC DEVELOPMENT AUTHORITY

(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)
	BAKING		NC2 FOOD PROCESING		PHILIPPINE FRUIT ASSOCIATION
	CROSS STITCHING				NATIONAL PRODUCTS SOCIETY OF THE PHILIPPINES
	SCRAPBOOKING				ELITE SOCIETY (MBA)

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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

☐ YES☒ 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?

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?

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?

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAMES	ADDRESS	TEL. NO.
DR. MANUEL K. PALOMAR	BRGY. SAN AGUSTIN, BAYBAY CITY, LEYTE	9273028317
DR. DELSERGS M. ABIT	ORMOC CITY	9668333040
DR. ANTONIO P. ABAMO	KILBOURNE ST. VSU, BAYBAY CITY	9209835693

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS

ID/License/Passport No.: 021-1365-1369-3

Date/Place of Issuance: MAY 2015, MAASIN LEYTE

Signature (Sign inside the box)

April 17, 2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 14 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATY. RYSAN E. 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: 2009-2024
- Position: Instructor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo, PhD, Bert C. Peñalosa/Mark C. Ratilla, PhD
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. IPR in some of research works
- Summary of Actual Duties
 1. Instruction, research and extension
 2. Teaches subjects in management
 3. Grades, evaluates and asses students performances
 4. Develop learning guides and modules
 5. Act as adviser to recognized activities and organizations in the university
 6. Perform technical activities in business and management
- Duration: 2003-2006
- Position: Part-time Instructor
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo, PhD
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- Summary of Actual Duties
 1. Teaches subjects in management: Marketing, Accounting, Business Laws, Financial Management, Organization and Management
 2. Submit grades of students
 3. Perform technical activities for DBM


DORYN JAN L. AVILA

(Signature over Printed Name
of Employee/Applicant)

Date: April 17, 2024