

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 if accomplished through own handwriting. Tick appropriate boxes ☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

1. SURNAME	BULAWAN		
2. FIRST NAME	JONALYN		NAME EXTENSION (JR., SR)
MIDDLE NAME	ALKUINO		
3. DATE OF BIRTH (dd/mm/yyyy)	08/19/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	House/Block/Lot No. Street PATAG Subdivision/Village Barangay CITY OF BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5		
8. WEIGHT (kg)	50	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PATAG Subdivision/Village Barangay CITY OF BAYBAY LEYTE City/Municipality Province
10. UMID ID NO.	N/A		
11. PAG-IBIG ID NO.	121285042922	ZIP CODE	6521
12. PHILHEALTH NO.	11-202664317-4		
13. PhilSys Number (PSN):	06-2539676-2	19. TELEPHONE NO.	N/A
14. TIN NO.	417-586-588-000	20. MOBILE NO.	09518232574
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jonalyn.bulawan@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BULAWAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	LEO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUMBA			
OCCUPATION	Motorcycle Driver			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALKUINO			
FIRST NAME	MATIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUMBA (DECEASED)			
25. MOTHER'S MAIDEN NAME				
SURNAME	NAVALES			
FIRST NAME	LOLITA			
MIDDLE NAME	PARAISO			

(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	KILIM ELEMENTARY SCHOOL	N/A	1992	1999	N/A	1999	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	1999	2003	N/A	2003	NA
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2003	2020	N/A	2020	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	9/02/2025
-----------	---	------	-----------

IV. CIVIL SERVICE ELIGIBILITY					
27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)
					NUMBERValid Until
	CAREER SERVICE SUBPROFESSIONAL	83.6	08/11/2024	Tacloban City, Leyte	N/A N/A

(Continue on separate sheet if necessary)

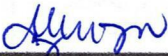
V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES (dd/mm/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To				
	01/01/2025	present	Administrative Aide	Department of Meteorology	Job Order	Yes
	07/01/2023	12/31/2024	Administrative Aide	Renewable Energy Research Center	Job Order	Yes
	02/16/2023	06/30/2023	Administrative Aide	Department of Pure and Applied Chemistry	Job Order	Yes
	10/04/2021	12/24/2021	Enumerator	Philippine Statistics Authority	Contractual	Yes
	05/10/2005	06/18/2014	Cashier/Saleslady	Sanying Merchandizing Store		No
	03/05/2024	04/08/2025	Xerox / Copy machine Operator	Marnil's Xerox		No

(Continue on separate sheet if necessary)

SIGNATURE



DATE

9/02/2025

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

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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


30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
ISO 9001:2015 Awareness and Re-awareness Seminar	09/05/2025	09/05/2025	4.0	Technical	Visayas State University
Orientation on the Roles and Responsibilities of dDRCs and Re-cascading of Documents and Records Control Processes and Guidelines	09/04/2025	09/04/2025	4.0	Technical	Visayas State University
Orientation on the BOR Approved Internal Audit Framework	05/27/2025	05/27/2025	8.0	Technical	Visayas State University
Re-orientation of guidelines and procedures on Processes/Services of the Offices Under Administrative Services (AS)"	04/08/2025	04/08/2025	8.0	Technical	Visayas State University
Orientation on Financial Management Transactions in VSU	03/03/2025	03/03/2025	8.0	Technical	Visayas State University
Enhancing Digital Communications: VOIP phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	4.0	Technical	Visayas State University
EaFrom Policy to Practice: EODB, Data Privacy Act (DPA) of 2012, and Privacy Impact Assessment (PIA) Reorientation for VSU Personnel	7/29/2024	7/29/2024	8.0	Technical	Visayas State University
Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16.0	Technical	Visayas State University
ISO 9001:2015 Awareness/Re-awareness Webinar	07/29/2024	07/29/2024	4.0	Technical	Visayas State University
Financial Transactions Forum	03/20/2024	03/20/2024	8.0	Technical	Visayas State University
Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8.0	Technical	Visayas State University
HRIS Software On-boarding	12/06/2023	12/06/2023	8.0	Technical	Visayas State University
Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University"	11/09/2023	11/09/2023	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
Gender Sensitivity Orientation for VSU Faculty and Staff	07/11/2023	07/11/2023	4.0	Behavioral	Visayas State University

(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)
Gardening	N/A	N/A
Document control and records management	N/A	N/A
Attention to detail and accuracy in clerical work	N/A	N/A
Ability to work independently or in a team environment	N/A	N/A
Willingness to learn	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/07/2025
-----------	---	------	-----------

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

If YES, give details:

☐ 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?

☐ YES

☒ 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?

☒ YES

☐ NO

If YES, give details:

Finished contract at the Philippine Statistics Authority

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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

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

☐ 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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

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

NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
Charlindo S. Torrior	Department of Meteorology, VSU	9190068626
Nilo L. Leorna	Renewable Energy Research Center, VSU	9996915424
Eldon de Padua	Renewable Energy Research Center, VSU	9610706200

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.



JONALYN A. BULAWAN
PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

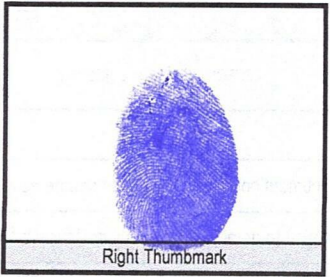
Government Issued ID: **Nationa ID**

ID/License/Passport No.: **3127-9542-3720-4821**

Date/Place of Issuance: **August 27, 2021**

Signature (Sign inside the box)

Date Accomplished



SUBSCRIBED AND SWORN to before me this **10 SEP 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERO
VSU Director, Legal Affairs and Services

Person Administering Oath

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: January 1, 2025 to Present
- Position: Administrative Aide
- Name of Office/Unit: Department of Meteorology
- Immediate Supervisor: Charlindo S. Torrion
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Serves as dDRC of the Department of Meteorology
 - Issued, maintained, retrieved, and controlled official documents.
 - Assigned document numbers and coding controls in coordination with the DRC.
 - Implemented proper control and monitoring of documents and records.
 - Organized and filed documents systematically for easy tracking.
 - Recorded all incoming and outgoing documents.
 - Support to Students
 - Assessed student applications for clearance, graduation, shifting, transfer, and leave of absence.

Support to Faculty, Students, and Clients

- Assessed student applications for clearance, graduation, shifting, transfer, and leave of absence.
 - Support to Faculty/Students/Clients
 - Facilitated facility reservations and equipment borrowing requests.
 - Financial Support
 - Prepared financial documents, including cash advances, reimbursements, and disbursement vouchers.
- Summary of Actual Duties
 - Managed records, processed financial documents, coordinated meetings and events, handled maintenance

and logistics requests, and ensured documentation control as the designated dDRC. Assisted in daily operations and carried out special tasks assigned by the Department Head.

- Duration: July 01, 2023 to December 31, 2024
- Position: Administrative Aide
- Name of Office/Unit: Renewable Energy Research Center
- Immediate Supervisor: Eldon P. de Padua
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Acted as the alternate Deputy Document Records Controller
 - Issued, maintained, retrieved, and controlled official documents.
 - Assigned document numbers and coding controls in coordination with the DRC.
 - Implemented proper control and monitoring of documents and records.
 - Organized and filed documents systematically for easy tracking.
 - Recorded all incoming and outgoing documents.
 - Facilitated students during the technology demonstration at the Center.
 - Acted as Secretary in Energy Efficiency Committee
 - Prepare a Notice of Meeting, Minutes of Meeting, and Attendance Sheet.
 - File and scan documents.
- Summary of Actual Duties
 - Oversaw records management, processed financial documents, coordinated meetings and events, facilitated maintenance and logistics requests, and ensured proper documentation control as the designated adDRC and Secretary of EEC. Assisted in daily operations and carried out special tasks assigned by the Director.

- Duration: February 16, 2023 to June 30, 2023
- Position: Administrative Aide
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Elizabeth Quevedo
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any):

- Acted as the alternate Deputy Document Records Controller
 - Issued, maintained, retrieved, and controlled official documents.
 - Assigned document numbers and coding controls in coordination with the DRC.
 - Scans, photocopies, and prepares documents as needed.
 - Organized and filed documents systematically for easy tracking.
 - Prepares and submits communications, reports, requests, permits, and other office documents.
 - Print paper examinations as instructed by the faculty members.
- Summary of Actual Duties
 - Served as Alternate Deputy Document Records Controller, managing official documents and coding controls. Handled scanning, photocopying, filing, and printing of examinations. Prepared and submitted communications, reports, requests, permits, and other office documents.

- Duration: October 04, 2021 to December 24, 2021
- Position: Enumerator
- Name of Office/Unit: Philippine Statistics Authority
- Immediate Supervisor: Bernadette R. Montana
- Name of Agency/Organization and Location: Philippine Statistics Authority
- List of Accomplishments and Contributions (if any)
 - Conducted household interviews and gathered socio-economic and demographic data in assigned areas.
 - Ensured accuracy and completeness of survey questionnaires through careful data collection.
 - Entered and verified data using prescribed digital tools or paper-based forms.
 - Coordinated with team supervisors regarding progress, issues, and validation of information.
 - Assisted in community awareness and facilitated respondents' understanding of the survey's purpose.
 - Submitted accomplished questionnaires and reports within set deadlines.
- Summary of Actual Duties
 - Collected household and community data through interviews, verified and encoded information using prescribed tools, and submitted accomplished

questionnaires and reports. Coordinated with supervisors for validation and ensured accuracy and timeliness of data gathering.

- Duration: May 10, 2021 to June 18, 2014
 - Position: Cashier/ Saleslady
 - Name of Office/Unit: Sanying Merchandizing Store
 - Immediate Supervisor: Amy Lim / Allan Lim
- Name of Agency/Organization and Location: Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
 - Provided customer service and assisted in product sales.
 - Accurately handled cash and daily transactions.
 - Entered and verified data using prescribed digital tools or paper-based forms.
 - Maintained organized displays and stocks.
 - Summary of Actual Duties
 - Assisted customers in purchasing products, handled cash and daily sales transactions, maintained stocks and displays, and supported overall store operations.


JONALYN A. BULAWAN

(Signature over Printed Name of Employee/Applicant)

Date: 9/2/2021