

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	LAYAN		
FIRST NAME	JESSIE JAMES	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DUNOG		
3. DATE OF BIRTH (mm/dd/yyyy)	10/22/1995	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	BARILI, CEBU	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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	House/Block/Lot No. Street SAN VICENTE POBLACION Subdivision/Village Barangay DANAO BOHOL City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6344
8. WEIGHT (kg)	50		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005320631	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212 3017 8229		
12. PHILHEALTH NO.	13-000124302-1		
13. SSS NO.	None	19. TELEPHONE NO.	None
14. TIN NO.	342 846 547 0000	20. MOBILE NO.	0999 172 3385
15. AGENCY EMPLOYEE NO.	V01063	21. E-MAIL ADDRESS (if any)	jjdlayan@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LAYAN			
FIRST NAME	MARCELO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	EWICAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	DUNOG			
FIRST NAME	GINA			
MIDDLE NAME	LATASA		(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	Danao Central Elementary School	Elementary Diploma	2002	2008		2008	2nd Honorable Mention
SECONDARY	Tagbilaran City Science High School	High School Diploma	2008	2012		2012	With Honors
VOCATIONAL / TRADE COURSE	None						
COLLEGE	Visayas State University	BS Agricultural Engineering	2012	2017		2017	DOST-SEI, Most Outstanding
GRADUATE STUDIES	University of the Philippines- Los Banos	MS Agricultural Engineering	2020	Present			

SIGNATURE		DATE	12-1-22
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

12-1-22

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		
	College of Engineering-Supreme Student Council, Visayas State University	2018	Present		Adviser
	Philippine Society of Agricultural & Biosystems Engineers-Visayas State University Student Chapter	2018	Present		Adviser
	Viscan Initiative	07/212020	Present		Founder

(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)

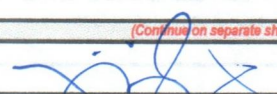
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Hazard Identification, Risk Assessment, and Control (HIRAC)	10/28/2022	10/28/2022	10.0	Manegerial	DOST-RO2, PSABE, PEME Consultancy Inc.
	Advanced Occupational Safety and Health Loss Control Management (LCM) Course	10/24/2022	10/27/2022	40.0	Manegerial	DOST-RO2, PSABE, PEME Consultancy Inc.
	Training Course in Biogas and Recycling Agricultural Technology for the Philippines	12/10/2022	1/11/2022	58.0	Technical	UNIDO, People's Republic of China Ministry of Commerce, DA-BAFE, DA-BAI, BIOMA, FREEN Works
	Basic Occupational Safety and Health	09/20/2022	09/23/2022	40.0	Manegerial	DOST-RO2, PSABE, PEME Consultancy Inc.
	33rd Philippine Agricultural Engineering Week, 18th International Agricultural and Biosystems Engineering Conference, 71st PSABE Annual National Convention, 8th ASEAN Regional Convention	04/25/2022	04/27/2022	24.0	Technical	PSABE
	32nd Philippine Agricultural Engineering Week, 17th International Agricultural and Biosystems Engineering Conference and Exhibition, 70th PSABE Annual National Convention	04/26/2022	04/28/2022	24.0	Technical	PSABE
	Trainer's Training on Software-Aided Feasibility Study Preparation and Evaluation for Agricultural and Fisheries Facilities and Mechanization Projects	09/21/2020	09/30/2020	80.0	Manegerial	DA-BAFE
	Shortcourse Training and Workshop on Food Value Chain	7/10/2019	10/15/2019	40.0	Technical	VSU, VSU-CA, VSU-DFST, ASEAN, DA, MAFF
	PSABE Visayas-Wide Conference	11/2/2019	11/2/2019	2.0	Technical	PSABE-8
	Training-Workshop on the Development of Integrated OBE and K-12 Compliant BSABE Curriculum	3/9/2018	7/9/2018	40.0	Manegerial	CHED-TCABE, CLSU Department of Agricultural and Biosystems Engineering
	1st PSABE Regional Convention	4/5/2018	4/6/2018	15.0	Technical	PSABE-8

(Continue on separate sheet if necessary)

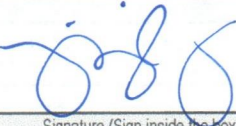

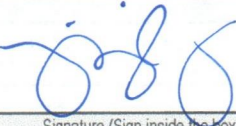

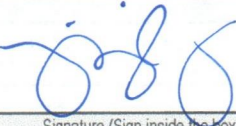

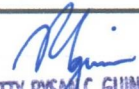
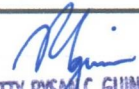
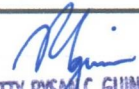
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Communication		None		Philippine Society of Agricultural & Biosystems Engineers
	Leadership				Visayas State University Alumni Association
	Event Organizing				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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)?	<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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ROBERTO C. GUARTE, Ph.D</td><td>Visca, Baybay City, Leyte 6521</td><td>0917 310 8078</td></tr><tr><td>ARTHUR IT. TAMBONG, FPSAE</td><td>Visca, Baybay City, Leyte 6521</td><td>0921 195 1438</td></tr><tr><td>MANUEL E. CASANGCAPAN</td><td>Visca, Baybay City, Leyte 6521</td><td>0935 942 1961</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ROBERTO C. GUARTE, Ph.D	Visca, Baybay City, Leyte 6521	0917 310 8078	ARTHUR IT. TAMBONG, FPSAE	Visca, Baybay City, Leyte 6521	0921 195 1438	MANUEL E. CASANGCAPAN	Visca, Baybay City, Leyte 6521	0935 942 1961
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 009324</td></tr><tr><td>Date/Place of Issuance: Tacloban City, Leyte</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PRC	ID/License/Passport No.: 009324	Date/Place of Issuance: Tacloban City, Leyte	<table><tr><td> Signature (Sign inside the box) 12-1-22 Date Accomplished</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 12-1-22 Date Accomplished	 Right Thumbmark						
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SUBSCRIBED AND SWORN to before me this <u>26 JAN 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</td></tr></table>		 ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer Person Administering Oath											
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