

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	BANTASAN		
FIRST NAME	JADE BARACHIEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DADO		
3. DATE OF BIRTH (mm/dd/yyyy)	8/2/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	TONDO, MANILA	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country: Philippines
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Bartolini Apartment N/A House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.71	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A LIBERTAD Subdivision/Village Barangay KANANGA LEYTE City/Municipality Province
8. WEIGHT (kg)	80	19. TELEPHONE NO.	6521-A N/A
9. BLOOD TYPE	O	20. MOBILE NO.	6531 09617605346
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	jade.bantasan@vsu.edu.ph
11. PAG-IBIG ID NO.	MD 121237866695		
12. PHILHEALTH NO.	13-025480232-9		
13. SSS NO.	N/A		
14. TIN NO.	708-079-024		
15. AGENCY EMPLOYEE NO.	V00982		

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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BANTASAN			
FIRST NAME	DOMINADOR	JR		
MIDDLE NAME	ISALES			
25. MOTHER'S MAIDEN NAME	JOCELYN GEMMA MIGUELA C. DADO			
SURNAME	BANTASAN			
FIRST NAME	JOCELYN GEMMA MIGUELA C. DADO			
MIDDLE NAME	DADO			

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	KANANGA CENTRAL SCHOOL	PRIMARY EDUCATION	1/6/2003	4/30/2009	N/A	2008	N/A
SECONDARY	KANANGA NATIONAL HIGH SCHOOL	HIGH SCHOOL	1/6/2009	4/30/2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ARTS IN ENGLISH LANGUAGE	1/6/2013	6/15/2017	N/A	2017	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN LANGUAGE TEACHING	8/15/2017	10/30/2021	N/A	2021	N/A

SIGNATURE		DATE	09/15/22
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	09/15/22
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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)

From

To

NUMBER OF HOURS

POSITION / NATURE OF WORK

N/A

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

(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)

• Literature and the Arts: Enriching Human Aesthetics

3/4/2017

4/4/2017

16.0

Technical

DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, VISAYAS STATE UNIVERSITY

• Publication of Research Output is a Must: Navigating Carefully Through Ethical and Professional Challenges in the Competitive World

03/20/2017

03/20/2017

8.0

Technical

COLLEGE OF ARTS AND SCIENCES, VISAYAS STATE UNIVERSITY

• 1st Salindunong International Conference (Paper Presenter), Cagayan De Oro City

4/2/2018

4/4/2018

20.0

Technical

Xavier University Cagayan de oro

ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMBERS

9/3/2017

10/3/2017

16.0

Technical

VISAYAS STATE UNIVERSITY

POETRY AND CREATIVE WRITING SEMINAR

02/20/2017

02/20/107

8.0

Technical

COLLEGE OF ARTS AND SCIENCES, VISAYAS STATE UNIVERSITY

• Re-echo Training on the New CHED General Education Courses: "Art- Appreciation", Visayas State University March 1-3 2018

3/1/2018

3/3/2018

21.0

Technical

VISAYAS STATE UNIVERSITY HOSPITAL

• Re-echo Training on the New CHED General Education Courses: "Purposive Communication", Visayas State University April 5-7 2018

4/5/2018

4/7/2018

19.0

Technical

VISAYAS STATE UNIVERSITY

• Re-echo Training on the New CHED General Education Courses: "Rizal", Visayas State University April 12-14 2018

4/12/2018

4/14/2018

21.0

Technical

VISAYAS STATE UNIVERSITY

• Community Outreach Program at Kagumay Elementary School, DLABS December 19, 2017

12/19/2017

12/19/2017

4.0

Technical

DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, 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)

EVENT ORGANIZING

N/A

N/A

RECREATIONAL WRITING

COMPUTER LITERATE

DRAWING/ILLUSTRATING

(Continue on separate sheet if necessary)

SIGNATURE

DATE

09/15/22

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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:

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:

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

☐ 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); 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

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	ADDRESS	TEL. NO.
ANNIE P. GRAVOSO	BAYBAY CITY	N/A
SEREGENA RUTH MARTINEZ	BAYBAY CITY	N/A
GUIRALDO E. FERNANDEZ	BAYBAY CITY	N/A

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: VSU ID
ID/License/Passport No.: V00982
Date/Place of Issuance: 08/01/2016, BAYBAY CITY

Signature (Sign inside the box)

Date Accomplished



JADE BARACHIEL D. BAUTASAN



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 16 SEP 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

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: July 31, 2017 – January 28, 2022
- Position: Part time Instructor
- Duration : January 28, 2022 – July 15, 2022
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: JETT C. QUEBEC
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Attended various seminars and trainings conducted inside and outside the school.
- Summary of Actual Duties
 - Create and Conduct Virtual Classes
 - Responsible for teaching College and Senior High School students in the field of English and Social Science
 - Responsible for computing the grades of the students
 - In charge for classroom management


JADE BARACHIEL D. BANTASAN

(Signature over Printed Name
of Employee/Applicant)

Date: September 15, 2022