

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	Dautil						
FIRST NAME	Jane					NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Pagalan						
3. DATE OF BIRTH (mm/dd/yyyy)	06/29/1992		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	Brgy. Conalum, Inopacan, Leyte		If holder of dual citizenship, please indicate the details.		Philippines		
5. SEX	<input type="checkbox"/> Male <input checked="" 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		29 Purok 1A House/Block/Lot No. Street Conalum Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province		
7. HEIGHT (m)	1.52		ZIP CODE		6522		
8. WEIGHT (kg)	60.00		18. PERMANENT ADDRESS		29 Purok 1A House/Block/Lot No. Street Conalum Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province		
9. BLOOD TYPE	A+		ZIP CODE		6522		
10. GSIS ID NO.	2005283396		19. TELEPHONE NO.		N/A		
11. PAG-IBIG ID NO.	121225170686		20. MOBILE NO.		960-664-9496		
12. PHILHEALTH NO.	132020543640		21. E-MAIL ADDRESS (if any)		jane.dautil@vsu.edu.ph		
13. SSS NO.	N/A						
14. TIN NO.	499526066						
15. AGENCY EMPLOYEE NO.	V01030						

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	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	DAUTIL			
FIRST NAME	JUSTINIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MOSQUITO			
25. MOTHER'S MAIDEN NAME	VICTORIA VALENZONA PAGALAN			
SURNAME	DAUTIL			
FIRST NAME	VICTORIA			
MIDDLE NAME	PAGALAN		(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	Conalum Elementary School	Elementary	1999	2005		2005	N/A
SECONDARY	Conalum National High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Doctor of Veterinary Medicine	2009	2016		2016	N/A
GRADUATE STUDIES	Institute of Tropical Medicine, Antwerp, Belgium	Master of Science in Tropical Animal Health	2020	2022		2022	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/08/2025		



IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Veterinary Medicine Licensure Exam	76.00	08/23/2016	Manila	0009109	06/29/2025


(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 (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format'00-0')/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2025	PRESENT	Instructor III	Visayas State University	37,024.00	14-1	Permanent	Y
04/22/2024		Instructor III	Visayas State University	35,434.00	14-1	Permanent	Y
01/01/2024	04/21/2024	Instructor I	Visayas State University	30,989.00	12-2	Permanent	Y
06/05/2023		Instructor I	Visayas State University	29,449.00	12-2	Permanent	Y
01/01/2023		Instructor I	Visayas State University	29,449.00	12-2	Temporary	Y
08/01/2022	07/31/2023	Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
08/04/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
07/30/2020	08/03/2020	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	07/29/2020	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019		Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018		Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/04/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
05/01/2017	07/31/2017	Veterinarian	Vet Spot Animal Clinic	20,000.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/08/2025
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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		
	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)

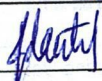
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Workshop on Clinical and Laboratory Diagnosis of Emerging Fungal Infections	12/02/2024	12/06/2024	24	Technical	Commission on Higher Education (CHED)
	Training on Animal Health Care	05/07/2024	05/07/2024	2	Technical	ATI VISCA
	28th Annual Philippine Animal Hospital Association (PAHA) Conference	08/30/2023	09/01/2023	24	Technical	Philippine Animal Hospital Association
	1st Eastern Visayas Companion Animal Conference	10/24/2022	10/24/2022	8	Technical	Philippine College of Canine Practitioners (PCCP)
	Veterinary Practitioners Association of the Philippines (VPAP): 50th Annual Scientific Conference	08/25/2022	08/26/2022	16	Technical	Veterinary Practitioners Association of the Philippines
	Philippine Veterinary Medical Association (PVMA) 2019	02/20/2019	02/22/2019	24	Technical	Philippine Veterinary Medical Association
	6th Philippine Marine Mammal Stranding Network (PMMSN) National Symposium 2018	10/04/2018	10/05/2018	16	Technical	Philippine Marine Mammal Stranding Network
	Veterinary Practitioners Association of the Philippines (VPAP): 46th Annual Scientific Conference	06/14/2018	06/15/2018	16	Technical	Veterinary Practitioners Association of the Philippines
	Philippine Veterinary Medical Association (PVMA) 2018	02/14/2018	02/16/2018	24	Technical	Philippine Veterinary Medical Association
	Veterinary Practitioners Association of the Philippines (VPAP): 45th Annual Scientific Conference	06/22/2017	06/23/2017	16	Technical	Veterinary Practitioners Association of the Philippines

(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)
	Driving two/four wheels vehicles		N/A		Veterinary Practitioners Association of the Philippines
	Animal Healthcare				Philippine Veterinary Medical Association
	Disease Diagnosis, Isolation and Management				
	Computer Literate (MS Word, Excel, PPT presentation)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/08/2025
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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?

☐ YES☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES☒ NO

If YES, give details:

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:

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?

☐ YES☒ NO

If YES, please specify:

b. Are you a person with disability?

☐ YES☒ NO

If YES, please specify ID No

c. Are you a solo parent?

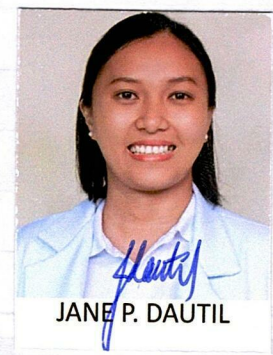
☐ YES☒ NO

If YES, please specify ID No

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

NAME	ADDRESS	TEL. NO.
Lotis M. Balala	Visca, Baybay City, Leyte	09359680818
Eugene B. Lañada	Guadalupe, Baybay City, Leyte	09176341472
Santiago T. Peña	Visca, Baybay City, Leyte	09210601535

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.



JANE P. DAUTIL

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.: 0009109

Date/Place of Issuance: 09/23/2016 / PRC Tacloban

Signature (Sign inside the box)

05/08/2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 9 May 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON

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: September 6, 2016 – May 31, 2017
  - Position: Part-time Instructor
  - Name of Office/Unit: College of Veterinary Medicine
  - Immediate Supervisor: Dr. Eugene B. Lañada
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
  
  - List of Accomplishments and Contributions (if any)
    - Provide knowledge to the students as an instructor
    - Process documents needed during AACCUP Accreditation
  
  - Summary of Actual Duties
    - Teaches the basic knowledge of veterinary medicine and help them during the conduct of laboratory experiments and explain to them on how these things happen, represent the organization to veterinary conferences (e.g. VPAP); and acts as a resource person during the seminar of ATI.
- 
- Duration: August 4, 2017 – Present
  - Position: Assistant Professor III
  - Name of Office/Unit: College of Veterinary Medicine
  - Immediate Supervisor: Dr. John Philip Lou M. Lumain
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
  
  - List of Accomplishments and Contributions (if any)
    - Provide knowledge to the students as an instructor
    - Process documents needed during AACCUP Accreditation
    - Prepare proposals for research and extension of the college
  
  - Summary of Actual Duties
    - Teaches the basic knowledge of veterinary medicine and help them during the conduct of laboratory experiments and explain to them on how these things happen, represent the organization to veterinary conferences (e.g. VPAP and PVMA); conduct research as part of the project of the college and attend extension works of the college.

  
 JANE P. DAUTIL  
 (Signature over/Printed Name  
 of Employee/Applicant)

Date: May 7, 2018