

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	R A S C O			
FIRST NAME	J U N N I E	NAME EXTENSION (JR., SR)		
MIDDLE NAME	O L A C O			
3. DATE OF BIRTH (mm/dd/yyyy)	09/26/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	SOGOD, SOUTHERN LEYTE	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:	
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines	
7. HEIGHT (m)	1.63 m	ZIP CODE	147 RIZAL ST.	
8. WEIGHT (kg)	61 kg.		House/Block/Lot No.	Street
9. BLOOD TYPE	O		PUROK 1	BRGY. RIZAL
10. GSIS ID NO.	N/A		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	N/A		SOGOD	SOUTHERN LEYTE
12. PHILHEALTH NO.	13-1251737375-7	ZIP CODE	City/Municipality	Province
13. SSS NO.	N/A		18. PERMANENT ADDRESS	147 RIZAL ST.
14. TIN NO.	601-083-063-00000		House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	471		PUROK 1	BRGY. RIZAL
			Subdivision/Village	Barangay
			SOGOD	SOUTHERN LEYTE
			City/Municipality	Province
			6606	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09060814380	
		21. E-MAIL ADDRESS (if any)	junnie.rasco26@gmail.com	

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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	R A S C O		N/A	N/A
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	R E L O J		N/A	N/A
25. MOTHER'S MAIDEN NAME	B E L E N M A R I A B A T I N G G A L O L A C O		N/A	N/A
SURNAME	R A S C O		N/A	N/A
FIRST NAME	B E L E N M A R I A		N/A	N/A
MIDDLE NAME	O L A C O		(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	SOGOD CENTRAL ELEMENTARY SCHOOL	SECTION A CLASS	2004	2010	N/A	2010	N/A
SECONDARY	SOGOD NATIONAL HIGH SCHOOL	SPECIAL SCIENCE CLASS (S & T)	2010	2014	N/A	2014	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 SCIENCE IN CIVIL ENGINEERING	2014	2019	N/A	2019	N/A
GRADUATE STUDIES	CEBU INSTITUTE OF TECHNOLOGY- UNIVERSITY	MASTER OF ENGINEERING MAJOR IN CIVIL ENGINEERING	2023	N/A	21 units	N/A	N/A

SIGNATURE		DATE	JANUARY 16, 2025
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IV. CIVIL SERVICE ELIGIBILITY

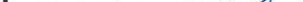
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	RA 1080 (BOARD)		NOVEMBER 9-10, 2019	UNIVERSITY OF CEBU, CEBU CITY	0173205	09/26/2025
	DRIVER'S LICENSE		AUGUST 20, 2024	LTO CABALIAN, SAN JUAN, SOUTHERN LEYTE	H11-24-001511	09/26/2028

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[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		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	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)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	50th PICE NATIONAL CONVENTION AND TECHNICAL CONFERENCE, 2nd INTERNATIONAL ENGINEERING EXPO	10/29/2024	10/30/2024	15.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - NCR
	MS Project: Project Scheduling	3/8/2024	3/8/2024	6.0	TECHNICAL	MST Connect Via Zoom
	Schedule Management with PERT & CPM: Mastering Scheduling Techniques & Boost Your Project Productivity	3/8/2024	3/8/2024	4.0	TECHNICAL	MST Connect Via Zoom
	Manual Construction Building Estimates: With Aid of Microsoft Excel and AutoCAD	11/3/2024	03/15/2024	15.0	TECHNICAL	MST Connect Via Zoom
	Residential Planning and Construction 101: Learn How to Plan & Construct a Residential Project from Scratch	6/3/2024	6/3/2024	5.0	TECHNICAL	MST Connect Via Zoom
	Construction Materials & Methods Workshops: Construction Craftsmanship in Mastering Materials & Techniques	4/3/2024	4/3/2024	5.0	TECHNICAL	MST Connect Via Zoom
	Construction Project Management 101: Latest Trends & Best Practices for Managing Projects in 2024	3/3/2024	3/3/2024	4.0	TECHNICAL	MST Connect Via Zoom
	49th PICE NATIONAL CONVENTION AND TECHNICAL CONFERENCE	11/24/2023	11/25/2023	12.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - DAVAO CITY CHAPTER
	48TH PICE NATIONAL CONVENTION AND TECHNICAL CONFERENCE	11/11/2022	12/11/2022	12.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - NEGROS OCCIDENTAL CHAPTER
	PICE 17TH NCR TECHNICAL CONFERENCE	6/10/2022	7/10/2022	10.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - QUEZON CITY CHAPTER
	2022 PICE MID YEAR NATIONAL CONVENTION AND TECHNICAL CONFERENCE	06/18/2022	06/18/2022	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - GENERAL SANTOS CITY CHAPTER
	9TH INTERNATIONAL CONFERENCE & 3RD VIRTUALCOLLABORATION WEBINAR WITH PICE INTERNATIONAL CHAPTERS	04/29/2022	04/30/2022	12.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - USA CHAPTER
	EQUIPMENT DEMONSTRATION AND TRAINING WORKSHOP	03/30/2022	03/31/2022	8.0	TECHNICAL	MARK CAPISTRANO/GUNT HAMBURG
	PICE 47th National Convention and Technical Conference (Virtual)	11/26/2021	11/27/2021	12.0	TECHNICAL	Philippine Institute of Civil Engineers, Inc. Via Hybrid Application
	GUIDANCE FACILITATORS WEBINAR SERIES	11/17/2021	11/17/2021	3.0	MANAGERIAL	SOUTHERN LEYTE STATE UNIVERSITY - MAIN CAMPUS
	PICE Multi-Regional Technical Conferences/Webinars (Region VII)	10/23/2021	10/23/2021	6.0	TECHNICAL	Philippine Institute of Civil Engineers, Inc., Negros Oriental - Chapter
	PICE 2021 Multi-Regional Technical Conferences/Webinars (Visayas)	09/30/2021	09/30/2021	8.0	TECHNICAL	Philippine Institute of Civil Engineers, Inc. Via Zoom Application
	PICE OATH TAKING CEREMONY	12/18/2019	12/18/2019	4.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - CEBU CHAPTER
	THIRD JUNIOR CIVIL ENGINEER'S SYMPOSIUM	10/5/2019	10/5/2019	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - VSU STUDENT CHAPTER

(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)
	KNOWLEDGABLE IN SOFTWARES: AUTOCAD & SKETCH-UP		N/A		PHILIPPINE INSTITUTE OF CIVIL ENGINEERS
	STRUCTURAL SOFTWARES: STERA, KANTAN, AND STAAD PRO		N/A		
	DRAWING		N/A		
	READING		N/A		
			N/A		
			N/A		
			N/A		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	JANUARY 16, 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)?	<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		
NAME	ADDRESS	TEL. NO.
ENGR. KHESIYA MAE MANLANGIT	SOGOD, SOUTHERN LEYTE	09757363545
MS. LALAINNE ANNE E. ASARES	DILIMAN, QUEZON CITY	09204260509
ENGR. JASON BENDIJO	SOGOD, SOUTHERN LEYTE	09759342366
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.		



JUNNIE O. RASCO

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:	PRC
ID/License/Passport No.:	0173205
Date/Place of Issuance:	DECEMBER 27, 2019/ORMOC CITY, LEYT

Signature (Sign inside the box)	
01/16/2025	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 FEB 2025 affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. NAREN ABEGAIL 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: October 19, 2021 – December 14, 2024
- Position: Part-time Instructor
- Name of Office/Unit: Faculty of Engineering - Department of Civil Engineering
- Immediate Supervisor: Engr. Rec Alfonso P. Cinco, MEng
- Name of Agency/Organization and Location: Southern Leyte State University – Main Campus, San Roque, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)
N/A

- Summary of Actual Duties

Prepared Course Syllabus, seat plan and create Facebook Group Chats for communication purposes. Prepare lessons and conduct face-to-face and asynchronous classes, facilitate and assists students in performing laboratory activities, assess learning of students by conducting quizzes and term examinations, conduct review classes to higher year students in preparation for board examination, provide activities and projects as student's output and compute grades. Provide necessary documents as task force member during the COPC, PRB visit, ISO and AACUP Level IV Phase 2 accreditation

During COVID-19 Pandemic, prepared Course Syllabus, Course Map, Self-Paced Learning Materials (SPLM), and Modules. Created Facebook Group Chats and Google Classroom as learning platforms during online classes. Conducts blended learning classes and schedules a synchronous class using Google Meet and Zoom. Attended students' queries online in connection with the topic discuss and, on the modules, given. Monitored the status of students' output. Prepared examination for students on subjects that need computation and conduct the examination via Google meet with limited time. Facilitated and assisted students in their laboratory experiment during the limited face to face classes.

- Duration: August 24, 2020 – August 27, 2021
- Position: Site Engineer
- Name of Office/Unit: Project Site/Quarry
- Immediate Supervisor: Engr. Marie Ann De Asis
- Name of Agency/Organization and Location: CEAN Construction, Maasin City, Southern Leyte

- List of Accomplishments and Contributions (if any)
N/A

- Summary of Actual Duties

Supervised work activities and monitor work progress on site in accordance with the issued plans. Inspected and checked for any changes or revisions as per actual site conditions. Prepared documents to be submitted to the management before any activity takes place (e.g. inspection work request, concrete pouring request). Submitted weekly accomplishment report; updates/monitors actual production/accomplishment vs. scheduled/projected

accomplishments. Created Cost Estimate for the upcoming project. Processes claims/billings of accomplished works from Subcontractor and Supplier. Monitored and checked deliveries of the materials needed on site. Canvass and inquire prices from supplier and make a Purchase Order from it.


JUNNIE O. RASCO

(Signature over Printed Name
of Employee/Applicant)

Date: January 16, 2025