

# 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	Villaruel			
FIRST NAME	Jenzen Jhon	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Managbanag			
3. DATE OF BIRTH (mm/dd/yyyy)	01/10/1990	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	Manila	If holder of dual citizenship, please indicate the details.	Philippines	
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 Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
7. HEIGHT (m)	1.72	18. PERMANENT ADDRESS	House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
8. WEIGHT (kg)	74.00		ZIP CODE	6521
9. BLOOD TYPE	A+		ZIP CODE	6521
10. GSIS ID NO.	021306167633			
11. PAG-IBIG ID NO.	121100564035			
12. PHILHEALTH NO.	030508473431			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	317530223	20. MOBILE NO.	912-580-3437	
15. AGENCY EMPLOYEE NO.	V01138	21. E-MAIL ADDRESS (if any)	jenzenjhon.villaruel@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	N/A	NAME EXTENSION (JR., SR)	Khriel Kyrie T. Villaruel	04/02/2013
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ULBORA			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VILBAR			
25. MOTHER'S MAIDEN NAME	ANNALIZA MANAGBANAG VILLARUEL			
SURNAME	VILLARUEL			
FIRST NAME	ANNA LIZA			
MIDDLE NAME	MANAGBANAG			

(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	Pangasungan Elementary School	Elementary	1996	2001	GRADUATED	2001	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	2002	2006	GRADUATED	2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/30/2023
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[illegible]

## V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

DATE \_\_\_\_\_

03/30/2023



**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			
	Hands-only Cardiopulmonary Resuscitation	07/21/2022	07/21/2022	5	Technical	Department of Health- Eastern Visayas Center for Health Development
	FIRE FIGHTING AND RESCUE TRAINING	11/05/2019	11/09/2019	40	Technical	BUREAU OF FIRE PROTECTION, Baybay
	FIRE FIGHTING AND RESCUE TRAINING	11/05/2019	11/09/2019	40	Technical	Bureau of Fire Protection Baybay City
	STANDARD FIRST AID TRAINING	10/23/2017	10/26/2017	32	Technical	PHILIPPINE RED CROSS/ Hilongos Chapter
	Basic Life Support (CPR & AED)	10/10/2017	10/26/2017	32	Technical	PHILIPPINE RED CROSS/ Hilongos Chapter
	HIV in the Workplace Seminar	12/09/2016	12/09/2016	5	Technical	VSU / LTO Baybay
	SEMINAR ON DEFFENSIVE DRIVING	10/26/2016	10/26/2016	4	Technical	VSU Hospital
	BASIC LIFE SUPPORT FIRE FIGHTING AND RESCUE TRAINING	07/04/2016	07/08/2016	40	Technical	Bureau of Fire Protection Baybay City
	Emergency Response Skills Training	03/14/2016	03/18/2016	40	Technical	Bureau of Fire Protection Baybay City

(Continue on separate sheet if necessary)

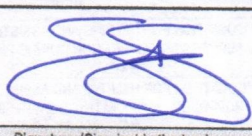

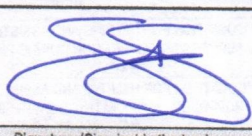

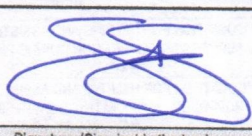

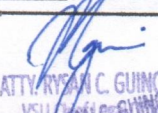
**VIII. OTHER INFORMATION**

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		CERTIFICATE OF RECOGNITION FOR HELPING AND ASSISTING THE BAYBAY CITY FIRE STATION PERSONNEL IN THE SUPPRESSION OPERATION DURING FIRE EMERGENCY AT BRGY. MARCOS, BAYBAY CITY, LEYTE		N/A
	Ability to work in harmony with co-workers		CERTIFICATE OF RECOGNITION FOR HELPING AND ASSISTING THE BAYBAY CITY FIRE STATION PERSONNEL IN THE SUPPRESSION OPERATION DURING FIRE EMERGENCY AT BRGY. SABANG, BAYBAY CITY, LEYTE		
	Computer Games		CERTIFICATE OF APPRECIATION FOR ACTIVELY SERVING AS FACILITATOR ON FIRE AND EARTHQUAKE DRILL		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	03/30/2023
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="margin-left: 40px;">Date Filed: _____</p> <p style="margin-left: 40px;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>OFELIA AMANCIO</td> <td>4-DE AGOSTO MAHAPLAG</td> <td>09072918156</td> </tr> <tr> <td>MATET DELA PENA</td> <td>BRGY. PANGASUGAN</td> <td>09265267684</td> </tr> <tr> <td>DEXTER MAGAN</td> <td>BRGY. PANGASUGAN</td> <td>09753804045</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	OFELIA AMANCIO	4-DE AGOSTO MAHAPLAG	09072918156	MATET DELA PENA	BRGY. PANGASUGAN	09265267684	DEXTER MAGAN	BRGY. PANGASUGAN	09753804045
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <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: <b>DL</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>H1213002166</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>05/20/2024 / LTO Baybay</b></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: <b>DL</b>	ID/License/Passport No.: <b>H1213002166</b>	Date/Place of Issuance: <b>05/20/2024 / LTO Baybay</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            03/30/2023            Date Accomplished         </td> <td style="text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) 03/30/2023 Date Accomplished	 Right Thumbmark						
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<p>SUBSCRIBED AND SWORN to before me this <b>22 MAY 2023</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYAN C. GUINOCOR</b>        Local Office        Person Administering Oath     </div>													



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: February 18, 2019 - Present
- Position: Casual
- Name of Office/Unit: UDRRMSSO
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Fire Fighting Training

- Summary of Actual Duties

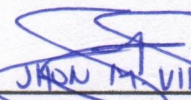
- Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.

- Duration: July 1, 2015 – February 17, 2019
- Position: Job Order
- Name of Office/Unit: Security Office
- Immediate Supervisor: Celso Gumaod
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.

  
JENZEN JHON M. VILLARUEL  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 03/30/2023