

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 () a 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	BANZON												
FIRST NAME	JOAN ROSEMARIE		NAME EXTENSION (JR., SR)										
MIDDLE NAME	ABERCA												
3. DATE OF BIRTH (mm/dd/yyyy)	11/10/1984	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.											
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female												
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td>PUROK 3</td><td>CAGBUHANGIN</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>ORMOC CITY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr></table>	House/Block/Lot No.	Street	PUROK 3	CAGBUHANGIN	Subdivision/Village	Barangay	ORMOC CITY	LEYTE	City/Municipality	Province
House/Block/Lot No.	Street												
PUROK 3	CAGBUHANGIN												
Subdivision/Village	Barangay												
ORMOC CITY	LEYTE												
City/Municipality	Province												
7. HEIGHT (m)	1.63 m	ZIP CODE											
8. WEIGHT (kg)	58 kg												
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td>PUROK 3</td><td>CAGBUHANGIN</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>ORMOC CITY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr></table>	House/Block/Lot No.	Street	PUROK 3	CAGBUHANGIN	Subdivision/Village	Barangay	ORMOC CITY	LEYTE	City/Municipality	Province
House/Block/Lot No.	Street												
PUROK 3	CAGBUHANGIN												
Subdivision/Village	Barangay												
ORMOC CITY	LEYTE												
City/Municipality	Province												
10. GSIS ID NO.	84111000076	ZIP CODE	6541										
11. PAG-IBIG ID NO.	1700-0030-1404												
12. PHILHEALTH NO.	13-000073896-5												
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A										
14. TIN NO.	943-258-060	20. MOBILE NO.	09167159780										
15. AGENCY EMPLOYEE NO.	V00570	21. E-MAIL ADDRESS (if any)	jbazon@vsu.edu.ph										

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BANZON		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JUN CARLO	NAME EXTENSION (JR., SR)	CRYSTAL RAVEN A. BANZON	7/9/2007
MIDDLE NAME	PELAYO		CARLOS SANTINO A. BANZON	9/4/2011
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	ORMOC CITY LGU			
BUSINESS ADDRESS	ORMOC CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ABERCA			
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BETONIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VIRLY			
FIRST NAME	JOSEPHINE KATHLEEN			
MIDDLE NAME	ZAPANTA			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ELEMENTARY	1991	1997	N/A	1997	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	SECONDARY	1997	2001	N/A	2001	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	AMA COMPUTER COLLEGE	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2001	2005	N/A	2005	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	2017	present	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 3, 2023
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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
CAREER SERVICE PROFESSIONAL	80.5	October 17, 2010/ January 26, 2011	EVSU Tacloban City / LNU Tacloban City		

(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						
08/01/2021	PRESENT	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	16,200	06-1	Permanent	Y
01/01/2020	7/31/2021	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	13,807	04-2	Permanent	Y
01/01/2019	12/31/2019	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	13,214	04-2	Permanent	Y
01/01/2018	12/31/2018	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,674	04-2	Permanent	Y
01/01/2017	12/31/2017	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,155	04-1	Permanent	Y
03/01/2016	12/31/2016	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	11,658	04-1	Permanent	Y
01/01/2016	2/29/2016	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	10,985	04-1	Permanent	Y
03/01/2015	12/31/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,505	03-2	Permanent	Y
06/01/2012	02/28/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,401	03-1	Permanent	Y
03/01/2012	05/31/2012	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	9,628	03-1	Permanent	Y
01/01/2012	02/28/2012	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	11,062	N/A	Casual	Y
01/01/2011	12/31/2010	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,133	N/A	Casual	Y
07/01/2008	12/31/2009	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	9,204	N/A	Casual	Y
07/01/2007	06/30/2008	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	8,367	N/A	Casual	Y
08/16/2006	06/30/2007	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	7,606	N/A	Casual	Y
11/16/2005	08/15/2006	ADMINISTRATIVE AIDE	VISAYAS STATE UNIVERSITY	4,000	N/A	Job Order	Y
09/01/2005	11/15/2005	ASSISTANT MANAGER	AQUA SERV REFILLING STATION	3,000	N/A	N/A	N
07/01/2005	09/30/2005	TRAINEE	GLOBELINES TELECOM	N/A	N/A	N/A	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 3, 2023
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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				

(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 (full)	(Write in full)
		From	To				
	Re-Orientation on the Documentary Requirements for Financial and Administrative Transactions	12/06/22	12/06/22	4.0	Instruction	Visayas State University	
	Re-orientation on the Guidelines in Filling Up of the SALN	11/28/22	11/28/22	8.0	Instruction	Visayas State University	
	Training-Workshop on Root Cause Analysis	11/17/22	11/17/22	8.0	Technical	Visayas State University	
	Provincial Data Appreciation Seminar on Selected Official Statistics and Awareness on Civil Registration, and Philippine Identification System	10/18/22	10/18/22	4.0	Instruction	Philippine Statistics Authority, Tacloban City, Leyte	
	Seminar-workshop on the Establishment of Records Center and Archival Systems	09/13/22	09/15/22	24.0	Technical	National Archives of the Philippines	
	Orientation and Re-Orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/22	09/07/22	4.0	Instruction	Visayas State University	
	ISO Awareness and Re-awareness Seminar	08/31/22	08/31/22	3.0	Instruction	Visayas State University	
	Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, College Hotline Agents	08/25/22	08/25/22	8.0	Instruction	Visayas State University	
	Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	06/28/22	06/28/22	8.0	Technical	Visayas State University	
	Awareness Webinar on Data Privacy Act of 2012	04/07/22	04/07/22	8.0	Technical	Visayas State University	
	Re-Orientation Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Date Sheet	02/22/22	02/22/22	4.0	Technical	Visayas State University	
	Orientation and Re-Orientation of the Internal Documented Information	02/15/22	02/15/22	4.0	Technical	Visayas State University	
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	02/03/22	02/03/22	8.0	Technical	Visayas State University	
	Panel Discussion on Voter Education and Mental Health "Let's Vote for Mental Health!"	10/08/21	10/08/21	4.0	Instruction	Philippine Mental Health Association Inc.	
	Heart2Speak Lite: A Strengths-Based Approach on Dealing with Challenges in Life and at Work	09/21/21	09/21/21	4.0	Instruction	Visayas State University	
	Exercises for Obesity Prevention and Reduction	09/17/21	09/17/21	3.0	Instruction	Visayas State University	
	Dietary Approaches to Combat Obesity	09/15/21	09/15/21	3.0	Instruction	Visayas State University	
	1st General Assembly of Region VIII CHED Scholarships for Graduate Studies-Local Scholars' Association (R8 CHED SGS-LSA)	09/01/21	09/01/21	2.0	Instruction	Commission on Higher Education Region VIII	
	Records Management Including HR Records	07/14/2021	07/16/2021	24.0	Management	Personnel Officers Association of the Philippines, Inc.	
	Workplace Webinar 3 - Mental Health: Myths and Facts	06/27/2021	06/27/2021	3.0	Instruction	Department of Business and Management, Visayas State University	
	Personal Equity and Retirement Account	6/16/2021	6/16/2021	3.0	Instruction	Economic and Financial Learning Office, Bangko Sentral ng Pilipinas	
	Personal Financial Management	6/15/2021	6/15/2021	3.0	Management	Economic and Financial Learning Office, Bangko Sentral ng Pilipinas	
	Coronavirus vaccine: Are you willing to take the shot?	2/23/2021	2/23/2021	2.0	Instruction	Department of Biotechnology and University Services for Health, Emergency and Rescue, Visayas State University	
	Is COVID Vaccine Right For You?	2/23/2021	2/23/2021	1.5	Instruction	University of the Philippines Los Baños	
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	3/5/2021	3/5/2021	2.5	Instruction	College of Management and Economics, Visayas State University	
	Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	24.0	Management	Civil Service Commission	
	ISO 9001:2015 Awareness and Re-awareness Webinar	11/27/2020	11/27/2020	4.0	Clerical	Office of the President Visayas State University	
	HRMIS Webinar on Document Tracking System	11/13/2020	11/13/2020	3.0	Clerical	Office of the VP for Administration and Finance Visayas State University	
	Strategic Marketing for Inclusive and Sustainable Agribusiness	03/25/2018	03/25/2018	4.0	Management	Department of Business and Management, Visayas State University	
	Creating, Managing, and Distributing Wealth: Leading the Innovation Challenge	02/16/2018	02/17/2018	16.0	Management	SBE - International Conference on Business and Economy	
	Strengthening the Management Practices of Barangay Hipusngo Farmer's and Fisherfolks Association (BAHIFFA)	10/08/2017	10/08/2017	4.0	Management	Department of Business and Management, Visayas State University	
	Scholarships for Graduate Studies (SGS)-Higher Education Institution Information Session	02/24/2017	02/24/2017	8.0	Clerical	Commission on Higher Education Region VIII	
	Re-orientation of Department Office Secretaries	11/15/2016	11/15/2016	4.0	Clerical	Visayas State University	
	Orientation-Workshop on AY 2016-2017 HEMIS Data Collection using the CHED Electronic Collection and Knowledge (CHECK) System	09/09/2016	09/09/2016	4.0	Technical	Commission on Higher Education Region VIII	
	Orientation on AY 2013-2014 CHED HEMIS Data Collection and Knowledge Systems (CHECK System)	07/25/2013	07/25/2013	8.0	Technical	Commission on Higher Education Region VIII	

(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)
	MS OFFICE - WORD, EXCEL, POWERPOINT		N/A		N/A
	COOKING and BAKING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 3, 2023
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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:

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

If YES, give details:

☐ 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.
EDGARDO E. TULIN	VSU, Baybay City, Leyte	563-7067
PACIENCIA P. MILAN	VSU, Baybay City, Leyte	09484992730
MA. CLEOFE VELOSO	RTC, Baybay City, Leyte	335-4250

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.: V000570

Date/Place of Issuance: November 12, 2012/VSU Baybay City, Leyte

Signature (Sign inside the box)

1/3/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 27 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU Chief Legal Officer

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: November 16, 2005 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Office of the University Registrar
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Perform the functions of the Document and Records Controller (DRC) within the unit being assigned by:
 - a. Review, issue, maintain, retrieve and control controlled documents.
 - b. Assign document numbers and the other coding controls for document in coordination with the DRC.
 - c. Coordinate with and inform relevant personnel on any changes.
 - d. Ensure the implementation of the control of records.
 - Oversee and check if the functions of the dDRCs and alternates dDRCs belonging to the college/office/unit managed by the direct supervisor have been effectively exercised and performed.
 - Ensure that there is good coordination between the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.
 - Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information.


JOAN ROSEMARIE A. BANZON

(Signature over Printed Name
of Employee/Applicant)

Date: 1/3/23