

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	JO		
FIRST NAME	JAY		NAME EXTENSION (JR., SR.)
MIDDLE NAME	NAVALES		
3. DATE OF BIRTH (mm/dd/yyyy)	08/14/1976	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	PALA-O, ILIGAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	Purok 2, House/Block/Lot No. Street Brgy. Sumasap Subdivision/Village Barangay Pana-on, Misamis Occidental City/Municipality Province 7205
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:	18. PERMANENT ADDRESS	Purok 2, House/Block/Lot No. Street Brgy. Sumasap Subdivision/Village Barangay Pana-on, Misamis Occidental City/Municipality Province 7205
7. HEIGHT (m)	5'4"	19. TELEPHONE NO.	NONE
8. WEIGHT (kg)	74.5KGS.	20. MOBILE NO.	09069878428 or 09564327626
9. BLOOD TYPE	"O"	21. E-MAIL ADDRESS (if any)	jay.io@vsu.edu.ph
10. GSIS ID NO.	NONE		
11. PAG-IBIG ID NO.	1070-0231-7945		
12. PHILHEALTH NO.	190901437592		
13. SSS NO.	08-1056961-8		
14. TIN NO.	188-454-560		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ARO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SHIRLY	NAME EXTENSION (JR., SR.)	DANICA JOY ARO JO	10/4/2000
MIDDLE NAME	GONZAGA		JAN FRITZ ARO JO	11/20/2002
OCCUPATION	PLAIN HOUSEWIFE		JUSTIN REY ARO JO	11/9/2005
EMPLOYER/BUSINESS NAME	N/A		TYRON EAGERTON ARO JO	1/10/2019
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	JO			
FIRST NAME	FLORANTE	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	CANENCIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	NAVALES			
FIRST NAME	JUANITA			
MIDDLE NAME	ECHALICO			

(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	NORTH-EAST I CENTRAL SCHOOL	ELEMENTARY	1983	1989	GRADUATE	1989	
SECONDARY	SACRED HEART ACADEMY	HIGH SCHOOL	1989	1993	GRADUATE	1993	
VOCATIONAL / TRADE COURSE	MSU-ILIGAN INSTITUTE OF TECHNOLOGY	TECHNICAL SCHOOL	1993	1996	GRADUATE	1996	GRANTEE
COLLEGE	CEBU INSTITUTE OF TECHNOLOGY	COLLEGE DEGREE	1996	1999	GRADUATE	1999	
GRADUATE STUDIES	MSU-ILIGAN INSTITUTE OF TECHNOLOGY	MASTERS DEGREE	2018	PRESENT	ON-GOING		ERDT

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan. 24'19	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE	Jan. 29/19
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION:

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan. 24 '19	CS FORM 212 (Revised 2017), Page 3 of 4
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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

If YES, give details:

☐ 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

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.
MR.NACPIL VERTUDES	BRGY.SUMASAP,PANAON,MIS.OCC	93246757524
MR.ROBERT ROMANO	BRGY.STA.FILOMENA,ILIGAN CITY	90674548821
MR.ULESSES DAZO	BRGY.SUMASAP,PANAON,MIS.OCC	9054668769

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: PRC

ID/License/Passport No.: 0060064

Date/Place of Issuance: 1/9/2002 @PRC-TACLOBAN CITY

Signature (Sign inside the box)

Jan. 24, 19

Date Accomplished

SUBSCRIBED AND SWORN to before me this Jan. 25, 2019, affiant exhibiting his/her validly issued government ID as indicated above.

OCC. NO. 499

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BOOK NO. 15901

SERIES OF 2019

RODOLFO B. BAUTISTA

NOTARY PUBLIC

UNTIL DECEMBER 31, 2020

PTR NO. 0259753-010-19

Person Administering Oath

IBP NO. 052122-10-15-17 FOR 20122

JIMENEZ MIGRANT OCCIDENTAL

ATTORNEY'S REG. NO. 8570

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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: January 04, 2017 – present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering-COE
- Immediate Supervisor: Engr. Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University-Main Campus Baybay
- List of Accomplishments and Contributions (if any)
 - Tached Mechanical Engineering Subjects
 - Implement Good Manufacturing Shop Safety Practice
- Summary of Actual Duties
 - Responsible for the teaching-learning activities specifically mechanical engineering programs and activities and performs other related functions.

- Duration: July 4, 2003 – December 15, 2016
- Position: Process Engineer/Technical-Maintenance Supervisor
- Name of Office/Unit: Specialty Pulp Manufacturing Incorporation
- Immediate Supervisor: Victor B. Parillas
- Name of Agency/Organization and Location: Technical Department-Mechanical Section
- List of Accomplishments and Contributions
- Prepared Revision Drawing using AutoCAD
- Summary and performs other related functions.
- Oversee daily rouitinary maintenance works.
- Supervise process flow and staffing @ production line.


 (Signature over Printed Name
 of Employee/Applicant)

Date: Jan. 24'19