

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 ( ) ( ) use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

2. SURNAME	DELUZA			
FIRST NAME	JEANIE ROSE		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	SUASE			
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1995	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	BUTUAN CITY, AGUSAN DEL NORTE	If holder of dual citizenship, please indicate the details.		
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	N/A House/Block/Lot No. Purok Banana Street N/A Hingatungan Subdivision/Village Barangay Silago Southern Leyte City/Municipality Province	
7. HEIGHT (m)	1.57m	ZIP CODE	6607	
8. WEIGHT (kg)	50kg	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Purok Banana Street N/A Hingatungan Subdivision/Village Barangay Silago Southern Leyte City/Municipality Province	
9. BLOOD TYPE	B+	ZIP CODE	6607	
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	None	
11. PAG-IBIG ID NO.	121230046589	20. MOBILE NO.	09283496546	
12. PHILHEALTH NO.	13-025508895-6	21. E-MAIL ADDRESS (if any)	jeaniedeluza@gmail.com	
13. SSS NO.	34 8824848 1			
14. TIN NO.	725-592-437			
15. AGENCY EMPLOYEE NO.	V02140			

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	N/A
OCCUPATION	N/A	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A	N/A
24. FATHER'S SURNAME	DELUZA			
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	ARAY			
25. MOTHER'S MAIDEN NAME				
SURNAME	SUASE			
FIRST NAME	JESA			
MIDDLE NAME	AMANTE		(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	SAN ROQUE ELEMENTARY SCHOOL	ELEMENTARY	2003	2009	N/A	2009	1st Honorable Mention
SECONDARY	HINGATUNGAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	N/A	2013	Salutaturian
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 DEVELOPMENT COMMUNICATION	2014	2018	N/A	2018	Cum Laude
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	2020	2022	N/A	2022	VSU Graduate Scholar

SIGNATURE	DATE	April 17, 2024
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[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE** 

DATE \_\_\_\_\_

APRIL 17, 2024



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PROJECT SEED				VOLUNTEER
	TABANG PH				VOLUNTEER
	KWENTONG LUNHAW: CONVERSATIONS. COMMUNITY. CONSERVATION.	10/07/2023	10/11/2023		ORGANIZER

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

INCLUSIVE DATES OF				
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(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 17, 2024
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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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ANTONIO P. ABAMO	BAYBAY, LEYTE	9176341462
ULDERICO B. ALVIOLA	BAYBAY, LEYTE	9778512000
MILAGROS C. BALES	BAYBAY, LEYTE	9424814524

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.

JEANIE ROSE S. DELUZA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PASSPORT

ID/License/Passport No.: P3879126B

Date/Place of issuance: NOV. 18, 2019 DFA TACLOBAN

Signature (Sign inside the box)

APRIL 17, 2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 22 APR 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUMOCOR

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 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: Nov. 16, 2023 – Present
- Position: Instructor 1
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University - Baybay, Leyte
- List of Accomplishments and Contributions (if any)
  - Serves as communication specialist for the center.
  - Design and produce IEC materials.
  - Teaches DevCom subjects.
  - Conducts research and extension activities related to root crops.
- Summary of Actual Duties
  - Responsible in the production of IEC materials as part of the center's extension and socio-economic division activities. Conducts research and extension activities while teaching devcom subjects and thesis advising. Performs other tasks assigned by the supervisor.

- Duration: May 1, 2023 – September 15, 2023
- Position: Community Development Assistant
- Name of Office/Unit: Social Engagement Team
- Immediate Supervisor: Marlea P. Munez
- Name of Agency/Organization and Location: Project Tarsier – Visayas State University (Baybay/Biliran)
- List of Accomplishments and Contributions (if any)
  - Designed IEC materials for POs
  - Craft communication materials for POs
  - Conducts IEC/orientations to POs (FPIC)
- Summary of Actual Duties
  - Responsible for conducting IEC to POs. Designs and crafts communication materials related to project engagements and activities for the POs. Actively collaborates with the Australian counterparts. Performs other tasks assigned by the supervisor.
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- Duration: September 2022 – February 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agricultural Extension and Education
- Immediate Supervisor: Milagros C. Bales
- Name of Agency/Organization and Location: Visayas State University - Baybay, Leyte



- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Teaches management of extension programs and community resource management to agriculture students.

- Duration: July 2018 – October 2020
- Position: Science Research Assistant
- Name of Office/Unit: University Integrated Media Center
- Immediate Supervisor: Ulderico B. Alviola
- Name of Agency/Organization and Location: Visayas State University - Baybay, Leyte

- List of Accomplishments and Contributions (if any)
  - **VSU Story 2018**
  - **VSU Story 2020**
  - **First Virtual Graduation, Student and Faculty On-Boarding**
- Summary of Actual Duties
  - Served as writer, photographer, and videographer. A content curator and creator for all official social media pages of the university, including print and website management. Covered and spearheads university-organized events (in person and live coverages).

  
**JEANIE ROSE S. DELUZA**

(Signature over Printed Name  
of Employee/Applicant)

Date: April 17, 2019