

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	ECLEO		
FIRST NAME	JESSAMINE	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	CUEVAS		
3. DATE OF BIRTH (mm/dd/yyyy)	July 9, 1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Ormoc District Hospital, Ormoc City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	
7. HEIGHT (m)	1.55	ZIP CODE	House/Block/Lot No. Street Pangasugan
8. WEIGHT (kg)	63		Subdivision/Village Barangay
9. BLOOD TYPE	"A"		Baybay Leyte
10. GSIS ID NO.	CRN-006-0177-9018-3		City/Municipality Province
11. PAG-IBIG ID NO.	121094609762		6521
12. PHILHEALTH NO.	13-000104538-6	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street Pangasugan
14. TIN NO.	282-117-644		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00735		Baybay Leyte
			City/Municipality Province
			6521
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09199980167		
21. E-MAIL ADDRESS (if any)	cuevasjessamine@yahoo.com		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ECLEO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DANIEL	NAME EXTENSION JR	DANIELLE SOPHIA C. ECLEO	May 20, 2010
MIDDLE NAME	TORITA		FRANCIS DANIEL C. ECLEO	November 3, 2013
OCCUPATION	Small Business Entrepreneur			
EMPLOYER/BUSINESS NAME	GECB WATER REFILLING STATIONS			
BUSINESS ADDRESS	A. Mabini St., & R. Magsaysay St., Baybay City			
TELEPHONE NO.	053-563-9980			
24. FATHER'S SURNAME	CUEVAS			
FIRST NAME	JOSE	NAME EXTENSION JR.		
MIDDLE NAME	FRANCISCO			
25. MOTHER'S MAIDEN NAME	BACASON			
SURNAME	CUEVAS			
FIRST NAME	SALOME			
MIDDLE NAME	CAMAROTE		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CONCEPCION ELEMENTARY SCHOOL	Graduate	1994	2000	N/A	2000	Valedictorian
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	Graduate	2000	2004	N/A	2004	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Computer Science	2004	2008	N/A	2008	
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY	Masters in Public Administration	2015	2017	N/A	2017	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/24/19
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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

DATE _____

7/24/19

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		
NONE				

(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)

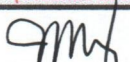
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Seminar-Workshop on Procurement: Rationalizing the Process and Impact on SUC Administration	03/05/2019	03/07/2019	24	Technical	Philippine Association of State Universities and Colleges
Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act of 9184	03/20/2019	03/22/2019	24	Technical	Government Procurement Policy Board & Visayas State University
AGAP Convention-Seminar	10/17/2018	10/20/2018	32	Technical	Association of Government Accountants of the Phils., Inc.
Target Setting Workshop	08/20/2018	08/21/2018	16	Technical	Visayas State University
Seminar on Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Technical	SCCE Training Center
Records Management Training	07/06/2017	07/07/2017	16	Technical	Visayas State University
Seminar/Workshop on the Philippine Bidding Documents	06/28/2017	06/30/2017	24	Technical	Association of Government Internal Auditors, Inc.
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	Visayas State University
Seminar-Workshop on 5S & Records Management	02/18/2017	02/18/2017	8	Technical	Visayas State University
OVPAP Strategic Planning Workshop	02/15/2017	02/16/2017	16	Technical	Visayas State University
Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	AJA Registrars, Inc.
Procurement Planning Workshop	09/13/2016	09/13/2016	8	Technical	Visayas State University
Seminar on Appraisal and Disposal on Government Properties	06/07/2016	06/09/2016	24	Technical	Commission on Audit - RO XI
Workshop for AACUP Institutional Accreditation (2nd Round)	05/10/2016	05/12/2016	24	Technical	Visayas State University
Training on R.A. 9184 or Government Procurement Reform Act (GPRA) w/ Updates on Agency Procurement Compliance & Performance Indicators (APCPI) and On-line Procurement Performance and Compliance Indicators System (OPPCIS)	04/11/2016	04/12/2016	16	Technical	Development Academy of the Philippines
Training Workshop on the Use of the Agency Procurement Compliance and Performance Indicators	08/13/2015	08/14/2015	16	Technical	Government Procurement Policy Board - Technical Support Office
Planning Workshop on the Preparation & Processing of Documents Relative to Procurement	05/27/2015	05/27/2015	4	Technical	Visayas State University
VSU Web Development Workshop	01/19/2015	01/21/2015	24	Technical	Visayas State University
UACS Application Course-Training Program	11/4/2014	11/6/2014	24	Technical	Department of Business Management / Visayas State University
PhilGEPS Training for Buyers	09/03/2014	09/04/2014	16	Technical	eBlackBoards Soln's Inc.
Full Length Training on RA 9184 and its Revised IRR	07/22/2013	07/24/2014	24	Technical	Government Procurement Policy Board / Department of Business Management
Energy Efficiency and Conservation Seminar	03/13/2013	03/13/2013	8	Technical	Department of Energy
Forum on Anti-Red Tape Law and CSC Policy on Cash Advances	09/24/2012	09/24/2012	8	Technical	Visayas State University

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PC Operation & Basic Troubleshooting	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/24/19
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34. Are you related by consanguinity or affinity to appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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

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.
DR. REMBERTO A. PATINDOL	OVPAF, VSU, Visca, Baybay City, Leyte	09176341454
DR. ROBERTO C. GUARTE	College of Engineering, VSU, Visca, Baybay City, Leyte	09173108078
DR. LOURDES B. CANO	ODAHRD, VSU, Visca, Baybay City, Leyte	09176341502

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: GSIS Umid Card

ID/License/Passport No.: CRN-006-0177-9018-3

Date/Place of Issuance:

Signature (Sign inside the box)

7/24/19

Date Accomplished

PHOTO

JESSAMINE C. ECLED

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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