

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	JEVE		
FIRST NAME	JEFFRY	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ALOLOR		
3. DATE OF BIRTH (mm/dd/yyyy)	07/06/1999	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	POBLACION, MAHAPLAG, LEYTE	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	MAHARLIKA HI - WAY House/Block/Lot No. Street POBLACION Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
7. HEIGHT (m)	1.6		
8. WEIGHT (kg)	62	ZIP CODE	6512
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	MAHARLIKA HI - WAY House/Block/Lot No. Street POBLACION Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	ZIP CODE	6512
12. PHILHEALTH NO.	13-250656981-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09675388524
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jheppryjeve@gmail.com

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	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	JEVE		
FIRST NAME	MELECIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ENEHENTE	N/A	
25. MOTHER'S MAIDEN NAME	NIESE PEDROSO ALOLOR		
SURNAME	JEVE		
FIRST NAME	NIESE		
MIDDLE NAME	ALOLOR		

(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	MAHAPLAG CENTRAL SCHOOL	BASIC EDUCATION CURRICULUM	01/06/2005	01/03/2011	N/A	2011 9th Honorable Mention
	SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	SPECIAL SCIENCE CLASS CURRICULUM	01/06/2011	03/26/2015	N/A	2015 1st Honorable Mention
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOLOGY MAJOR IN MARINE BIOLOGY	04/06/2015	06/14/2019	N/A	2019 CUM LAUDE
	GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/12/20
-----------	---	------	---------

[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]

SIGNATURE		DATE	
------------------	--	-------------	--

[illegible]

(Continue on separate sheet if necessary)


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

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	NONE	ORGANIZATION OF BIOLOGY STUDENTS (2011-2015)
PROFICIENT IN MICROSOFT EXCEL AND WORD		THE LIGHTSEEKERS PUBLICATION (2014-2015)
VLOGGING / VIDEO EDITING		SUPREME STUDENT GOVERNMENT (2014-2015)
MUSIC AND PHOTOGRAPHY		
SOCIAL MEDIA INFLUENCING		
ECO-FRIENDLY		
WELL-ORGANIZED		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/12/2020
-----------	---	------	-----------

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.
ANALYN M. MAZO	BAYBAY CITY, LEYTE	N/A
JAYZON G. BITACURA	BAYBAY CITY, LEYTE	N/A
ART RUSSEL FLANDEZ	BAYBAY CITY, LEYTE	N/A

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: 13-250656981-1

ID/License/Passport No.: N/A

Date/Place of Issuance: N/A

Signature (Sign inside the box)

8/12/20

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19 AUG 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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.

Attachment to CS Form No. 212

- Duration: July 30, 2020 - present
- Position: Instructor I
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences, Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Responsible in teaching assign subjects and performs other teaching related functions e.g., prepares and revise teaching materials and visual aids, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheet within prescribed period to lecturers and makes himself available for consultation by his students during scheduled consultation hours.


JEFFERY A. JEVE

Date: 8/12/20