

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.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MANDIA		
FIRST NAME	JOYCEE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	SILLEZA		
3. DATE OF BIRTH (mm/dd/yyyy)	SEPTEMBER 28, 1998	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:
4. PLACE OF BIRTH	POB. ZONE 2 JAVIER, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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. Street n/a PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	47		
9. BLOOD TYPE	NA	18. PERMANENT ADDRESS	n/a House/Block/Lot No. Street n/a BINULHO Subdivision/Village Barangay JAVIER LEYTE City/Municipality Province
10. GSIS ID NO.	on process	ZIP CODE	6511
11. PAG-IBIG ID NO.	921358400894		
12. PHILHEALTH NO.	13-250578271		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	606-533-427-0000	20. MOBILE NO.	09129910453/ 09554256999
15. AGENCY EMPLOYEE NO.	V02003	21. E-MAIL ADDRESS (if any)	joycee.mandia@vsu.edu.ph

II. FAMILY BACKGROUND

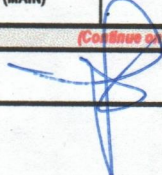
22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	MANDIA			
FIRST NAME	DAVID	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SILLEZA			
FIRST NAME	JOSEPHINE			
MIDDLE NAME	SOLIS			

(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 GRADUAT ED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	JAVIER CENTRAL SCHOOL	BASIC EDUCATION	2005	2011	GRADUATED	2011	4TH HIGHEST HONOR
SECONDARY	JAVIER NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2011	2015	GRADUATED	2015	SALUTATORIA N
VOCATIONAL / TRADE COURSE	N/A	N/A			N/A		
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN)	BS IN ANIMAL SCIENCE	2015	2019	GRADUATED	2019	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN)	MS IN ANIMAL SCIENCE	2019	2021	GRADUATED	2021	none

(Continue on separate sheet if necessary)

SIGNATURE		DATE	28 - Feb 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		
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			
	THE 59th PSAS SCIENTIFIC MEETING AND ANNUAL CONVENTION	OCT 19, 2022	OCT 20, 2022	20.0	RESEARCH	PSAS UPLB
	Philippine Society of Animal Science (PSAS) Virtual Research Writeshop on Scientific Writing and Publication	JULY 27, 2022	JULY 28, 2022	12.0	RESEARCH	PSAS Governing Council

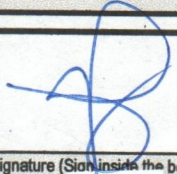
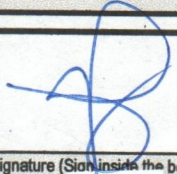
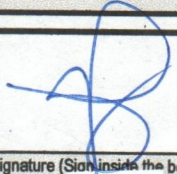



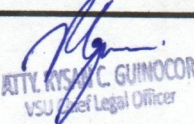
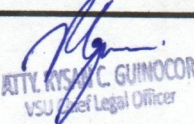
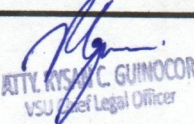
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PLAY INSTUMENTS		NONE		Philippine Society of Animal Science (PSAS)
	SINGING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	28-Feb 2023
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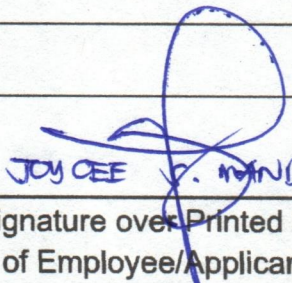
34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resignation</u>												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>RUBY ANA AREVALO</td><td>BAOLOC NEGROS ORIENTAL PHILIPPINES</td><td>9508291842</td></tr><tr><td>JOHN CARLOS D. BOYLES</td><td>SEVILLA BOHOL, PHILIPPINES</td><td>9338690757</td></tr><tr><td>CHARITA BARBOSA</td><td>BRGY. GUADALUPE BAYBAT CITY LEYTE</td><td>95151247794</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	RUBY ANA AREVALO	BAOLOC NEGROS ORIENTAL PHILIPPINES	9508291842	JOHN CARLOS D. BOYLES	SEVILLA BOHOL, PHILIPPINES	9338690757	CHARITA BARBOSA	BRGY. GUADALUPE BAYBAT CITY LEYTE	95151247794
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PHILHEALTH</td></tr><tr><td>ID/License/Passport No.: 13-250578271</td></tr><tr><td>Date/Place of Issuance: TACLOBAN CITY</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PHILHEALTH	ID/License/Passport No.: 13-250578271	Date/Place of Issuance: TACLOBAN CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>28 Feb, 2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	28 Feb, 2023	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>19 3 MAR 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOCOR VSO Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOCOR VSO 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: 2021- Present
 - Position: Instructor 1
 - Name of Office/Unit: Department of Animal Science
 - Immediate Supervisor: MANUEL D. GACUTAN JR.
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City Leyte 6521 Philippines
-
- List of Accomplishments and Contributions (if any)
-
-
- Summary of Actual Duties
- a) Teaches assigned subjects and performs other teaching-related functions such as preparing quizzes, exams, computing grades and accommodates students during consultation time.
 - b) Performs research and/or extension such as submitting outputs for possible publication.
 - c) Attend and participate in relative seminars and training to widen the knowledge in the academe.
 - d) Accomplishes administrative functions, for instance, organizing, filing, and documents.
 - e) Advise students of academic-related concerns.
 - f) Get involved to student organization various activities.
 - g) Accomplish other tasks given the immediate supervisor.


JOYCEE P. MANDIA
(Signature over Printed Name
of Employee/Applicant)

Date: 28 Feb 2023