

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	Cavero		
FIRST NAME	Jedan	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Abing		
3. DATE OF BIRTH (mm/dd/yyyy)	02/10/1996	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	Barugo, Leyte	If holder of dual citizenship, please indicate the details.	
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	House/Block/Lot No. Street Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6521
8. WEIGHT (kg)	56		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Naval Subdivision/Village Barangay Hilongos Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6524
11. PAG-IBIG ID NO.	121208177301		
12. PHILHEALTH NO.	13-025477312-4		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	706-146-352	20. MOBILE NO.	0999-656-6511
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	jedan.cavero@vsu.edu.ph

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	N/a
MIDDLE NAME	N/a		N/a	N/a
OCCUPATION	N/a			
EMPLOYER/BUSINESS NAME	N/a			
BUSINESS ADDRESS	N/a			
TELEPHONE NO.	N/a			
24. FATHER'S SURNAME	Cavero			
FIRST NAME	Antonio	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Simblante			
25. MOTHER'S MAIDEN NAME				
SURNAME	Abing			
FIRST NAME	Cecilia			
MIDDLE NAME	Peñaranda			

(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	Bukid Elementary School	Primary	2003	2009	N/a	2009	Valedictorian
SECONDARY	Naval National High School	Secondary	2009	2013	N/a	2013	Valedictorian
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 Economics	2013	2017	N/a	2017	Cum laude
GRADUATE STUDIES	Visayas State University	Master of Science in Agricultural Economics	2018	Present	31	N/a	N/a

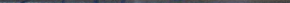
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SIGNATURE		DATE	Aug. 10, 2023
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V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	Aug 10, 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		
N/A					

(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			
RAISE8 Regional ATBI Project Awareness Cum Workshop: Regional Curricula Preparation		11/28/2022	11/28/2022	8.0	Technical	Visayas State University
RAISE8 ATBI Project Awareness Cum Workshop: Regional ATBI List of Services Preparation		11/29/2022	11/29/2022	8.0	Technical	Visayas State University
Agri-Aqua Technology Business Incubation Operations Manual (Online)		04/12/2022	4/20/2022	16.0	Technical	Visayas State University
Agri-Aqua Technology Business Incubation Business Plan (Online)		5/30/2022	06/06/2022	16.0	Technical	Benguet State University
Introduction to Agri-Aqua Technology Business Incubation (Online)		5/16/2022	5/23/2022	16.0	Technical	Benguet State University
S4CP Summit – Visayas Cluster (Online)		05/05/2022	05/05/2022	8.0	Technical	Seda Capitol Central, Bacolod City
33rd Joint ViCARP and RRDEN Regional RDEI Symposium (Online)		11/15/2022	11/19/2022	8.0	Technical	Visayas State University
Philippine Startup Week 2021 (Online)		11/15/2021	11/19/2021	40.0	Technical	DICT, QBO-Philippines, DTI, and DOST-PCAARRD thru TTPD
Basic Intellectual Property Valuation (Online)		09/02/2021	09/02/2021	8.0	Technical	DOST-Region VII
Design, Business, and Technology: The Makings of a Filipino Brand (Online)		7/27/2021	8/27/2021	40.0	Technical	UP Visayas
Financial Literacy and Management for Agri and Farm Tourism Enterprises (Online)		6/15/2021	7/27/2021	40.0	Technical	Institute for Small-Scale Industries, University of the Philippines
Human Resource Management for Agri and Farm Tourism Enterprises (Online)		04/07/2021	4/27/2021	40.0	Technical	Institute for Small-Scale Industries, University of the Philippines
Virtual Training-Workshop on Basic QGIS and Climate Risk Vulnerability Assessment (CRVA):Adaptive Capacity Indicator		03/10/2021	03/12/2021	24.0	Technical	Office of the Director for Innovation, Visayas State University
Philippine Startup Week 2020		11/23/2020	11/27/2020	40.0	Technical	DICT, QBO-Philippines, DTI, and DOST-PCAARRD thru TTPD
TBI Basic: Introduction to Animo Labs and its Programs		11/18/2020	11/18/2020	4.0	Technical	Animo Labs
2nd ATBI Real Time Monitoring System (RTMS) cum Product Photography		10/26/2020	10/30/2020	8.0	Technical	DOST-PCAARRD
Online Digital Marketing		09/10/2020	9/29/2020	32.0	Technical	Office of the Director for Innovation, Visayas State University
Basic QGIS Training		7/28/2020	7/29/2020	16.0	Technical	Office of the Vice President for Research, Extension, and Innovation
Online Training-Workshop on Investment Appraisal of Selected Climate Resilient Agriculture (CRA) Practices in Region VII		5/26/2020	5/27/2020	16.0	Technical	Visayas Socio-Economic Research and Data Analytics Center (VISERDAC)
Training-Workshop on the Preparation of Land-Use Plan: Projections and Interpretations		12/19/2019	12/13/2019	40.0	Technical	Philrootcrops Visayas State University
Training Workshop on Data Management and Statistical Analysis using SPSS		8/14/2019	8/15/2019	8.0	Technical	Visayas State University-Isabel Campus Isabel, Leyte

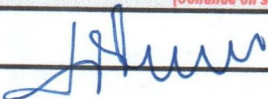
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VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DATA ANALYSIS		First Place, Poster Contest, 34th Joint ViCARP RRDEN Regional Research, Development and Extension Symposium, Visayas State University, 2022		Reviewer, Review of Socio-Economic Research and Development Studies – 2018 – Presen
	COOKING		Best Paper, Philippine Economic Society, Makati City, 2019		Member, Philippine Economic Society, November 2019 – November 2020
			Finalist, Phi Delta Outstanding Thesis, Visayas State University, 2017		Member, Asian Society of Teachers for Research, May 2018 – May 2019

(Continue on separate sheet if necessary)

SIGNATURE



DATE

Aug. 10, 2023

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.
Antonio S. Caverio	Naval, Hilongos, Leyte	9271895338
Cecilia A. Caverio	Naval, Hilongos, Leyte	9694713884
Marlon M. Tambis	Baybay City, Leyte	9397209796

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: **Passport**

ID/License/Passport No.: **P8876927A**

Date/Place of Issuance: **Tacloban City**

Signature (Sign inside the box)

Aug 10, 2023

Date Accomplished

SUBSCRIBED AND SWORN to before me this **18 SEP 2023**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAM C. GUINOCOR
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 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: January 1, 2023 – August 15, 2023
- Position: Science Research Specialist I
- Name of Office/Unit: Office of the Director for Innovation
- Immediate Supervisor: Prof. Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Conduct activities and programs in order to maximize the number of incubatees in the Regional ATBI
- b. Focus in the selection and recruitment of incubatees
- c. Forge collaboration and network with various business groups and organizations
- d. Supervise the activities and programs of Regional ATBI
- e. Ensure proper maintenance of the TBI building and equipment
- f. Perform other tasks that the project leader may assign

- Duration: July 1, 2022 – December 31, 2022
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Director for Innovation
- Immediate Supervisor: Prof. Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Assisted the TBI Manager in the management and operation of VSU-TBI.
- b. Prepared Business Plans for VSU-TBI incubatees.
- c. Kept tracks of the project activities and deliverables.
- d. Prepared project reports.
- e. Facilitated in the conduct of seminars/trainings/workshops.
- f. Performed other tasks that the project leaders assigned.

- Duration: May 1, 2021 – June 30, 2022

- Position: Science Research Assistant
- Name of Office/Unit: Office of the Director for Innovation
- Immediate Supervisor: Prof. Alan B. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Assisted the TBI Manager in the management and operation of VSU-TBI.
- b. Prepared Business Plans for VSU-TBI incubatees.
- c. Kept tracks of the project activities and deliverables.
- d. Prepared project reports.
- e. Facilitated in the conduct of seminars/trainings/workshops.
- f. Performed other tasks that the project leaders assigned:
 1. Conducted the monitoring and evaluation of TBI incubatees.
 2. Reviewed and revised the VSU technology profiles.
 3. Assisted in project proposal writing.

- Duration: June 1, 2020 – April 30, 2021
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Director for Innovation
- Immediate Supervisor: Prof. Alan B. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Prepared and reviewed project reports.
- b. Performed other tasks that the project leaders assigned.
 1. Facilitated the report writing of CRVA projects.
 2. Conducted enrollment forecasting for VSU LUDIP project.
 3. Assisted in VSU-TBI project operation.

- Duration: September 1, 2019 – May 31, 2020
- Position: Science Research Assistant
- Name of Office/Unit: Philippine Root Crops Research and Training Center
- Immediate Supervisor: Prof. Alan B. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Assisted project leader and project staff in gathering and analyzing data.
- b. Conducted field validation such as survey, FGD, KII in coordination with project leader & staff.

- c. Helped write project reports.
- d. Performed other tasks assigned by project leader and project staff.

- Duration: June 1, 2019 – August 31, 2019
- Position: Science Research Assistant
- Name of Office/Unit: Department of Economics
- Immediate Supervisor: Dr. Moises Neil. V Serino
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Assisted the study leader in the conduct of field work and coordinate with other members of the project.
- b. Took charge in the data collection and management.
- c. Assisted the study leader in the statistical analysis and report writing.
- d. Assisted in the preparation of at least 1 research article to be published in peer-reviewed/ISI/scopus index journal.
- e. Liaised with the project members, stakeholders, and local partners.
- f. Performed administrative works related to the project
- g. Performed other related tasks assigned by the study leader and supervisor.

- Duration: August 1, 2018 – February 28, 2019
- Position: Science Research Assistant
- Name of Office/Unit: Department of Economics
- Immediate Supervisor: Prof. Ernesto F. Bulayog
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Assisted the study leader in the formulation of the Payment for Ecosystem Services (PES) Scheme of Cuatro Islas Protected Landscape and Seascape (CIPLS).
- b. Liaised with the project members, stakeholders and local partners.
- c. Performed administrative works related to the project.
- d. Performed other related tasks assigned by the study leaders and supervisor.

- Duration: February 15, 2018 – July 31, 2018
- Position: Substitute Instructor
- Name of Office/Unit: Department of Economics
- Immediate Supervisor: Prof. Moises Neil V. Serino
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

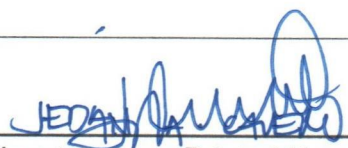
- Summary of Actual Duties

- a. Taught Mathematical Economics, Intermediate Microeconomics, Cost-Benefit Analysis, Applied Economics, and General Economics
- b. Immersion teacher for Accountancy, Business and Management (ABM) Senior High School Students.

- Duration: August 1, 2017 – February 14, 2018
- Position: Science Research Assistant
- Name of Office/Unit: Department of Economics
- Immediate Supervisor: Prof. Zyra May Centino
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- a. Assisted the study leader in the valuation of the recreational and provisioning services of Cuatro Islas Protected Landscape and Seascape (CIPLS)
- b. Assisted the study leader in the conduct of the field work and coordinated with other members of the project.
- c. Took charge in data collection and management.
- d. Assisted the study leader in the report writing.
- e. Liaised with the project members, stakeholders and local partners.


(Signature over Printed Name
of Employee/Applicant)

Date: Aug. 10, 2023