

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	LAYAN		
FIRST NAME	JESSIE JAMES	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DUNGOG		
3. DATE OF BIRTH (mm/dd/yyyy)	10/22/1995	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	BARILI, CEBU	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 SAN VICENTE POBLACION Subdivision/Village Barangay DANAO BOHOL City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6344
8. WEIGHT (kg)	50		
9. BLOOD TYPE	—	18. PERMANENT ADDRESS	House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005320631	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212 3017 8229		
12. PHILHEALTH NO.	13-000124302-1	19. TELEPHONE NO.	None
13. SSS NO.	None	20. MOBILE NO.	0905 433 3207
14. TIN NO.	342 846 547 0000	21. E-MAIL ADDRESS (if any)	jessiejameslayan@gmail.com
15. AGENCY EMPLOYEE NO.	V01063		

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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LAYAN			
FIRST NAME	MARCELO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	EWICAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	DUNGOG			
FIRST NAME	GINA			
MIDDLE NAME	LATASA			
(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	Danao Central Elementary School	Elementary Diploma	2002	2008	N/A	2008	2nd Honorable Mention
SECONDARY	Tagbilaran City Science High School	High School Diploma	2008	2012	N/A	2012	With Honors
VOCATIONAL / TRADE COURSE	None	—	—	—	N/A	—	—
COLLEGE	Visayas State University	BS Agricultural Engineering	2012	2017	N/A	2017	Most Outstanding Student
GRADUATE STUDIES	—	—	—	—	N/A	—	—


(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/1/2019
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[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]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	8/1/2019

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	College of Engineering-Supreme Student Council, Visayas State University	2018	2019		Adviser
	Philippine Society of Agricultural & Biosystems Engineers-Visayas State University Student Chapter	2018	2019		Adviser

(Continue on separate sheet if necessary)

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

[illegible]



(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)
Excellent communicator	None	Philippine Society of Agricultural & Biosystems Engineers
Leader		Visayas State University Faculty Association
Proficient in MS Office PowePoint, Word and Excel		Visayas State University Alumni Association
Student advising and counseling		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/1/2019
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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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ROBERTO C. GUARTE, Ph.D</td><td>Visca, Baybay City, Leyte 6521</td><td>0917 310 8078</td></tr><tr><td>ARTHUR IT. TAMBONG, FPSAE</td><td>Visca, Baybay City, Leyte 6521</td><td>0921 195 1438</td></tr><tr><td>MANUEL E. CASANGCAPAN</td><td>Visca, Baybay City, Leyte 6521</td><td>0935 942 1961</td></tr></table>		NAME	ADDRESS	TEL. NO.	ROBERTO C. GUARTE, Ph.D	Visca, Baybay City, Leyte 6521	0917 310 8078	ARTHUR IT. TAMBONG, FPSAE	Visca, Baybay City, Leyte 6521	0921 195 1438	MANUEL E. CASANGCAPAN	Visca, Baybay City, Leyte 6521	0935 942 1961
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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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC License</div> <div>ID/License/Passport No.: 0009324</div> <div>Date/Place of Issuance: Dec. 22, 2017</div>	<div><div>Signature (Sign inside the box)</div><div>8/1/2019</div><div>Date Accomplished</div></div> <div><div></div><div>LAYAN, JESSIE JAMES D.</div></div> <div><div></div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this 19 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYSAN C. GUINOCOR</div> <div>VSO LEGAL OFFICER</div> <div>Person Administering Oath</div>													