

# 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                       | Cabase  |  |  |
| FIRST NAME                       | Inigo Ezekiel   | NAME EXTENSION (JR., SR)<br>N/A                                |  |
| MIDDLE NAME                      | Quinones  |  |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 09/10/1994  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Las Piñas City  | If holder of dual citizenship,<br>please indicate the details. | Philippines  |
| 5. SEX                           | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |  |  |
| 6. CIVIL STATUS                  | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS  | 503    30 de Diciembre<br>House/Block/Lot No.    Street<br>Subdivision/Village    Barangay<br>BAYBAY    LEYTE<br>City/Municipality    Province<br>ZIP CODE    6521                               |
| 7. HEIGHT (m)                    | 1.70  | 18. PERMANENT ADDRESS  | 503    30 de Diciembre<br>House/Block/Lot No.    Street<br>Subdivision/Village    Barangay<br>BAYBAY    LEYTE<br>City/Municipality    Province<br>ZIP CODE    6521                               |
| 8. WEIGHT (kg)                   | 75.00   |  |  |
| 9. BLOOD TYPE                    | O+  | 19. TELEPHONE NO.  | N/A  |
| 10. GSIS ID NO.                  | 2006036095  | 20. MOBILE NO.   | 928-180-6666   |
| 11. PAG-IBIG ID NO.              | 121189332132  | 21. E-MAIL ADDRESS (if any)                                    | inigo.cabase@vsu.edu.ph  |
| 12. PHILHEALTH NO.               | 010260883750  |  |  |
| 13. SSS NO.                      | 3464905379  |  |  |
| 14. TIN NO.                      | 500697910000  |  |  |
| 15. AGENCY EMPLOYEE NO.          | V02008  |  |  |

## II. FAMILY BACKGROUND

|                          |                              |                          |   |                            |
|--------------------------|------------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | Cabase                       |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | Michelle Aubrey              | NAME EXTENSION (JR., SR) | Zariah Brielle Domingo Cabase                       | 10/16/2020                 |
| MIDDLE NAME              | Domingo                      |                          |   |                            |
| OCCUPATION               | Instructor                   |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | Visayas State University     |                          |   |                            |
| BUSINESS ADDRESS         | VSU Main, Baybay City, Leyte |                          |   |                            |
| TELEPHONE NO.            |                              |                          |   |                            |
| 24. FATHER'S SURNAME     | Cabase                       |                          |   |                            |
| FIRST NAME               | Joseph                       | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | Rayos                        |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME | Melinda Alvarez Quinones     |                          |   |                            |
| SURNAME                  | Cabase                       |                          |   |                            |
| FIRST NAME               | Melinda                      |                          |   |                            |
| MIDDLE NAME              | Quinones                     |                          |   |                            |

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|-----------------------------------|--|----------------------|------|--|----------------|---------------------------------------|
|                          |                                   |  | From                 | To   |  |                |                                       |
| ELEMENTARY               | Don Carlo Cavinna School          | Elementary                                       | 2004                 | 2007 |  | 2007           | N/A                                   |
| SECONDARY                | Elizabeth Seton School            | High School                                      | 2007                 | 2011 |  | 2011           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A                               |  |                      |      |  |                |                                       |
| COLLEGE                  | De La Salle University Dasmarias  | Bachelor of Science in Mechanical Engineering    | 2011                 | 2016 |  | 2016           | N/A                                   |
| GRADUATE STUDIES         | N/A                               |  |                      |      |  |                |                                       |

(Continue on separate sheet if necessary)


|           |      |            |
|-----------|------|------------|
| SIGNATURE | DATE | 01/18/2024 |
|-----------|------|------------|



| IV. CIVIL SERVICE ELIGIBILITY |   |                           |  |                                   |                         |
|-------------------------------|---|---------------------------|--|-----------------------------------|-------------------------|
| 27.                           | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (If applicable) |
|                               |   |                           |  |                                   | NUMBER                  |
|                               | Mechanical Engineer   | 82.67                     | 10/12/2016                             | Manila                            | 0092034 09/10/2025      |
|                               | Driver's License  |                           | N/A                                    | Manila                            | N2615019404 09/10/2032  |
|                               |   |                           |  |                                   |                         |
|                               |   |                           |  |                                   |                         |
|                               |   |                           |  |                                   |                         |
|                               |   |                           |  |                                   |                         |
|                               |   |                           |  |                                   |                         |

## V. WORK EXPERIENCE

[illegible]

|           |   |      |            |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 01/18/2024 |
|-----------|---|------|------------|



| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|--------------------|---------------------------|
|     |   | From                            | To  |                    |                           |
|     | N/A   | N/A                             | N/A | N/A                | N/A                       |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |

(Continue on separate sheet if necessary)

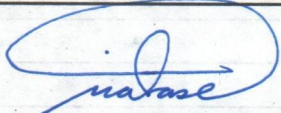

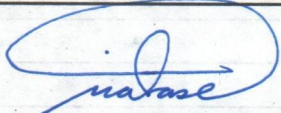

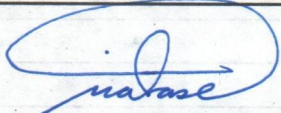

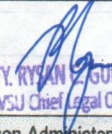
| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|---|
| Driving                        | N/A  | Visayas State University Faculty Association                  |
| AutoCAD                        |  |   |
| Facilities Management          |  |   |
| People Management              |  |   |
| Microsoft Office               |  |   |
| HVAC Maintenance               |  |   |

(Continue on separate sheet if necessary)

(Continue on separate page)

01/18/2024



| <p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>  |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
|---|---|----------------------------------|---|--|---|---|--|-----------------------|--------|--------------|-------------------------------|--------|-------------|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Date Filed: _____</p> <p style="text-align: center;">Status of Case/s: _____</p>               |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>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?</p>  | <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;"><b>Resigned, and EOC</b></p>   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>  | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p> |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Armin Barrion</td> <td>Manila</td> <td>09171783183</td> </tr> <tr> <td>Irish Mae Ibarrientos</td> <td>Manila</td> <td>0917805 5414</td> </tr> <tr> <td>Marika Liberty Joy B. Mallari</td> <td>Manila</td> <td>09178709310</td> </tr> </tbody> </table> |   | NAME                             | ADDRESS                                 | TEL. NO.   | Armin Barrion   | Manila  | 09171783183  | Irish Mae Ibarrientos | Manila | 0917805 5414 | Marika Liberty Joy B. Mallari | Manila | 09178709310 |
| NAME  | ADDRESS   | TEL. NO.                         |   |  |   |   |  |                       |        |              |                               |        |             |
| Armin Barrion   | Manila  | 09171783183                      |   |  |   |   |  |                       |        |              |                               |        |             |
| Irish Mae Ibarrientos   | Manila  | 0917805 5414                     |   |  |   |   |  |                       |        |              |                               |        |             |
| Marika Liberty Joy B. Mallari   | Manila  | 09178709310                      |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>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.</p>   |   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <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: <b>PRC</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>0092034</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>10/12/2016 / Manila</b></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: <b>PRC</b> | ID/License/Passport No.: <b>0092034</b> | Date/Place of Issuance: <b>10/12/2016 / Manila</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <br/>           Signature (Sign inside the box)<br/>           01/18/2024<br/>           Date Accomplished         </td> <td style="text-align: center;"> <br/>           Right Thumbmark         </td> </tr> </table> | <br>Signature (Sign inside the box)<br>01/18/2024<br>Date Accomplished | <br>Right Thumbmark |                       |        |              |                               |        |             |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance   |   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| Government Issued ID: <b>PRC</b>  |   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| ID/License/Passport No.: <b>0092034</b>   |   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| Date/Place of Issuance: <b>10/12/2016 / Manila</b>  |   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <br>Signature (Sign inside the box)<br>01/18/2024<br>Date Accomplished   | <br>Right Thumbmark  |                                  |   |  |   |   |  |                       |        |              |                               |        |             |
| <p>SUBSCRIBED AND SWORN to before me this <b>19 JAN 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"> <br/> <b>ATTY. RYSAN E. GUINOCOR</b><br/>           VSU Chief Legal Officer<br/>           Person Administering Oath         </div>  |   |                                  |   |  |   |   |  |                       |        |              |                               |        |             |



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: February 24, 2022 – February 15, 2023
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Jundy Castil
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Provides guidance, expertise, and support to students in delivering lesson content, facilitates discussion, and offers feedback on different activities being conducted inside the class while creating a positive learning environment.

- Duration: December 1, 2019 – December 15, 2021
- Position: Senior Facilities Engineer / Site Lead
- Name of Office/Unit: Capital One Site 2
- Immediate Supervisor: Irishmae Ibarrientos
- Name of Agency/Organization and Location: Jones Lang Lasalle, Makati City, Metro Manila

- List of Accomplishments and Contributions (if any)
  - Noticeable improvement in the overall site performance, accountability, and client relationship in 2021.
  - Notwithstanding the pandemic situation, the account team was able to adapt the changes required in the operations to deliver the client expectations.
  - Site field manuals are updated aligned with the actual procedures implemented in the operations.
  - JLL Ops Aide audit resulted to higher actual rating compared to the previous years.
  - 100% of the identified risk were discussed to the client and/ accepted. These were also loaded in the Risk Register and CMO for traction until closure.
  - No critical technical services operation issues which could result to possible claim against the company.
  - Leadership skill is exemplary, was able to drive the team's energy into common objective. All necessary touch point to assure traction within the team was achieved.
  - BAU operations deliverable are met on time. Reports are shared to the client without adverse comment and escalations.
- Summary of Actual Duties
  - Lead the JLL management team in the delivery of facility management services.
  - Ensure that the maintenance services are delivered in line with the contractual commitments and within budgets.
  - Define the technical, commercial terms and conditions; define the operational scope and develop tender documents for Annual Maintenance Contracts.
  - Conduct competitive tendering exercise and identify suitable specialist subcontractors for the site, carry out comparative analysis and make recommendations to Client on the most appropriate subcontractors.
  - Develop Service Level Agreements and assist the Jones Lang LaSalle procurement



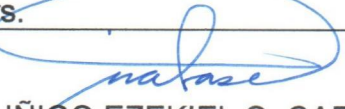
department in closing Service Level Agreements between Jones Lang LaSalle and its vendors.

- Evaluate the team deployed by Vendors on site to ensure correct level and scale of resources.
- Assess Service Levels and Performance Indicators with the Client representative and define the mechanism to assess the performance levels of various subcontractors.
- Assess performance of the subcontractors based on performance assessment criteria as agreed jointly between Client, Jones Lang LaSalle, and its subcontractors.
- Setting annual goals for generating savings in areas such as energy and cost of maintenance operations.
- Ensure compliance of minimum wages acts for payments and statutory compliance through specialist professionals.
- Maintain all records related to the performance of facility management operations on Client site.
- Ensuring that the subcontractors meet their commitments on scheduled delivery of training.
- Ensure that the subcontractors have a planned, structured and solution-based approach to the delivery of maintenance services.
- Analyze call outs to understand trends; undertake strategic initiatives to minimize the same.
- Scheduled cross feedback from subcontractors and Client staff on our process to improve services level & satisfaction in organization.
- Train team members on all Quality policies & procedures.
- Audit sub-contractors on quality of materials & upkeep of the site.
- Review the performance of Jones Lang LaSalle staff and conduct performance appraisals from time to time.
- Liaison with the client Finance team
- Interface with client and Jones Lang LaSalle finance department to raise client billing / invoicing and follow up with the client representatives for the payments.
- Develop MIS reports for Jones Lang LaSalle's management team and necessary client reporting.
- Chair the monthly progress meeting during the absence of operations manager.

- Duration: June 3, 2019 – December 1, 2019
- Position: Facilities Engineer
- Name of Office/Unit: Capital One Site 2
- Immediate Supervisor: Mark Barrios
- Name of Agency/Organization and Location: Jones Lang Lasalle, Makati City, Metro Manila

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Must be a team player and work with other members of the team to meet all key performance indicators as set out in the management contract.
  - Responsible for site facilities operation.
  - Establish Engineering & Operational procedures and roll out for site staff.
  - Responsible for delivery of services in accordance with Client Management SLA
  - Ensure compliance with all governmental regulations.
  - The single point of contact for technical issue for FM at the site.
  - Implement the energy management programs to reduce the cost on utilities.
  - Managing all contract vendors to carries out technical audits/ maintenance for all installation as schedule.
  - Develop of technical service standard
  - Initiate planning of Critical Environment procedure
  - Initiate a system to measure the quality of performance on a quarterly basis.
  - Initiate and maintain Preventive Management Program

|  |
|--|
| <ul style="list-style-type: none"><li>○ Responsible for Early involvement in Facilities Operation and provide advisory service during Site Inspection and Project Development</li><li>○ Solution Provision for minor projects and coordinating with contractors/vendors from initiation to completion</li></ul>  |
| <ul style="list-style-type: none"><li>● Duration: October 18, 2018 – May 28, 2019</li><li>● Position: Site Engineer, MEPFS</li><li>● Name of Office/Unit: Okada Project, Manila</li><li>● Immediate Supervisor: Arman Modina</li><li>● Name of Agency/Organization and Location: Ranmar Construction, Manila</li><li>● List of Accomplishments and Contributions (if any)</li><li>● Summary of Actual Duties<ul style="list-style-type: none"><li>○ Evaluate and assess the work site condition.</li><li>○ Provide detailed engineering and scheduling.</li><li>○ Conducts inspection or quality assurance.</li><li>○ Handle more than a hundred manpower.</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>● Duration: March 3, 2017 – February 3, 2018</li><li>● Position: Production Engineer</li><li>● Name of Office/Unit: Chip Resistor</li><li>● Immediate Supervisor: Roxanne Razon</li><li>● Name of Agency/Organization and Location: Samsung Electro-Mechanics, Phils.</li><li>● List of Accomplishments and Contributions (if any)</li><li>● Summary of Actual Duties<ul style="list-style-type: none"><li>○ Includes planning and overseeing production, maximizing production efficiency, and training and supervising production line workers.</li></ul></li></ul>  |

  
INIGO EZEKIEL Q. CABASE  
(Signature over Printed Name  
of Employee/Applicant)

Date: January 18, 2024