CJ A	m	No.	212
Revis	20	017	*

## **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 boxe. PERSONAL INFORMATION	es ( ) and use separate sheet if necessary, Indic	ate N/A if not applicable. DO NOT	ABBREVIA	ATE.	1. CS ID No.	anarine Th	(Do not fill up. Fo	r CSC use on	
2. SURNAME	Cabase	A STATE OF THE SECOND				38929307	right Linkers		
FIRST NAME	Iñigo Ezekiel		NAME EXTENSION (JR., SR) N/A						
MIDDLE NAME	Quiñones								
3. DATE OF BIRTH		46 OTT/FENCUID							
(mm/dd/yyyy)	09/10/1994	16. CITIZENSHIP		✓ Filip	oino 🔲	Dual Citizenship		ization	
4. PLACE OF BIRTH	Las Piñas City	If holder of dual citizensh					by birth by naturalization  Is. indicate country:		
5. SEX	✓ Male ☐ Female	please indicate the detail	s.	Philippines					
6. CIVIL STATUS	☐ Single ✓ Married	17. RESIDENTIAL ADDRESS		503		30 de Deciembre			
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11. PAG-IBIG ID NO.	121189332132	NAME OF THE OWNER.	C	ity/Municipality	,	Province			
12. PHILHEALTH NO.	010260883750	ZIP CODE			A LOUIS OF A	6521			
13. SSS NO.	3464905379	19. TELEPHONE NO.	ELEPHONE NO.		N/A			107/6/4	
14. TIN NO.	500697910000	20, MOBILE NO.		928-180-6666			6.007/22/200	6 049 4	
15. AGENCY EMPLOYEE NO.	V02008	21. E-MAIL ADDRESS (if any)	inigo.cabas			ase@vsu.edu.ph	31058039	ALC: U.S.	
II. FAMILY BACKGROUNL									
22. SPOUSEYS SURNAME	Cabase	23	NAME of CH	HLDREN (Writ	te full name an	d list all)	DATE OF BIRT	H (mm/dd/yyy	
FIRST NAME	Michelle Aubrey	NAME EXTENSION (JR., SR)	Zariah Brielle Domingo Ca		Cabase 10/16/2020		/2020		
MIDDLE NAME	Domingo								
OCCUPATION	Instructor								
EMPLOYER/BUSINESS NAME	Visayas State Unive	ersity							
BUSINESS ADDRESS	VSU Main, Baybay City	y, Leyte							
TELEPHONE NO.		3-42-							
24. FATHER\'S SURNAME	Cabase								
FIRST NAME	Joseph	NAME EXTENSION (JR., SR)							
MIDDLE NAME	Rayos								
25. MOTHERY'S MAIDEN NAME	Melinda Alvarez Quir	nones							
SURNAME	Cabase								
FIRST NAME	Melinda								
MIDDLE NAME	Quinones			(0	Continue on se	parate sheet if neces	sarvi		
III. EDUCATIONAL BACKI	GROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/ (Write in full)	E/COURSE PERIOD OF A		ATTENDANCE To	HIGHEST LEVEL/UNITS EARNED	YEAR GRADUATED	SCHOLARSH ACADEMIC HONORS	
ELEMENTARY	Don Carlo Cavinna School	Elementary		2004	2007	(if not graduated)	2007	RECEIVED N/A	
SECONDARY	Elizabeth Seton School	High School		2007	2011		2011	N/A	
VOCATIONAL/ TRADE COURSE			end .					10.7	
COLLEGE	De La Salle University Dasmarinas	Bachelor of Science in Mechanical E	Ingineering	2011	2016		2016	N/A	
GRADUATE STUDIES	N/A								
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	Mechanical E	Engineer	82,67	10/12/2016	Manila Manila			0092034	09/10/202
	Driver's Li	cense		N/A	Manila			N2615019404	09/10/203
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	ate employmen	t. Start from your recent	work) Description	on of duties should b	e indicated in the attache	d Work Exper	SALARY/JOB/		
(mn	n/dd/yyyy)	POSITION TITL (Write in full/Do not ab			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY	PAY GRADE (if applicable) & STEP (Format 00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICI (Y/N)
From 01/01/2023	PRESENT	Instructor I	100	Visavas S	State University	29,165.00	INCREMENT 12-1	Temporary	Y
01/01/2023	02/15/2023	Instructor I			State University	29,165.00	12-1	Temporary	Y
02/24/2022	12/31/2022	Instructor I	YASYAS III		State University	27,608.00	12-1	Temporary	Y
12/01/2019	12/15/2021	Senior Facilities En	gineer		ng Lasalle, Inc.	42,000.00	-	Permanent	N
06/03/2019	12/01/2019	Facilities Engine	eer	Jones La	ng Lasalle, Inc.	28,000.00	-	Permanent	N
10/18/2018	05/28/2019	Site Engineer, N	MPF	Ranmar Construction		23,000.00	-	Permanent	N
03/03/2017	02/03/2018	Production Engir	neer	Samsung Electro-Mechanics Phils.		21,000.00	-	Permanent	N
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29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)  From To		NUMBER OF HOURS		POSITION / NATURE OF WORK	
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LEARNING AND DEVELOPMENT (L&D) INTE	RVENTIONS/TRAINING		IS ATTENDE	D	wer Water		
rt from the most recent L&D/training program and include only the	relevant L&D/training taken for	THE RESERVE OF THE PARTY OF THE PARTY.	ears for Division C	hiel/Executive Man			
). TITLE OF LEARNING AND DEVELOPMENT INTERVENTION (Write in full)	IS/TRAINING PROGRAMS	ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Technical/etc)		
Basic Occupational Safety and Health		03/05/2023	03/13/2023	40	Technical	Ovaldesk Inc.	
Orientation-Seminar on Outcomes-Based Education (OBE)	Course Syllabus	09/01/2022	09/02/2022	oliai s <b>8</b> , ta yr	Instruction	DR. JANNET M. BENCURE, DEAN, COLLEGE OF ENGINEERING AND TECHNOLOGY, VSU	
ISO 9001:2015 QMS Documentation Training and Manu	al Preparation	08/30/2022	08/31/2022	4	Instruction	Dr. Edgardo E. Tulin President VSU	
Webiserye on Machine Shop Operations: Grinding C	perations	06/06/2022	06/06/2022	ad a ta	Technical	Metals Industry Research and Development Center - DC	
Webiserye on Machine Shop Operations: Milling Op.	perations	05/31/2022	05/31/2022	3 90 90 pone	Technical	Metals Industry Research and Development Center - DO	
Principles of Occupational Safety	evip 35 ( ii )	05/26/2022	05/26/2022	3	Technical	Metals Industry Research and Development Center - DC	
CET STRATEGIC PLANNING AND RDE AGENDA SETTING WORKSHOP 2022			03/17/2022	16	Instruction	DR. JANNET M. BENCURE, DEAN, COLLEGE OF ENGINEERING AND TECHNOLOGY, VSU	
Fire Detection Alarm System Training			06/20/2020	1	Technical	Econlite Philippines Corporation	
Construction Occupational Safety and Health			10/28/2018	40	Technical	Construction Safety Trainor & Consultant	
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Provide the control of the provided and	N	ON-ACADEMIC DIS	STINCTIONS / REC	OGNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
31. SPECIAL SKILLS and HOBBIES 32.		(V	Vrite in full)			(Write in full)	
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34. Are you related by consanguinity or affinity to the appoin the chief of bureau or office or to the person who has im Office, Bureau or Department where you will be apppoin	mediate supervision over you in the		The season of th		
a. within the third degree?	YES	<b>✓</b> NO			
b. within the fourth degree (for Local Government Unit -	TYES If YES, give details:	<b>√</b> NO			
35. a. Have you ever been found guilty of any administrative	TYES If YES, give details:	✓NO			
b. Have you been criminally charged before any court?	TYES  If YES, give details:  Date Filed:  Status of Case/s:				
Have you ever been convicted of any crime or violation regulation by any court or tribunal?	☐YES If YES, give details:	NO Programme Control of the Control			
7. Have you ever been separated from the service in any or retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	YES If YES, give details:	Resigned, and EOC			
8. a. Have you ever been a candidate in a national or local (except Barangay election)?	election held within the last year	YES If YES, give details	NO concess of All concess of the		
b. Have you resigned from the government service during last election to promote/actively campaign for a national	YES If YES, give details	✓NO s:			
9. Have you acquired the status of an immigrant or permar	Have you acquired the status of an immigrant or permanent resident of another country?				
b. Are you a person with disability? c. Are you a solo parent?	☐YES If YES, please specif ☐YES If YES, please specif	<b>√</b> NO			
41. REFERENCES (Person not related by consanguinity or affinity to apply	icant /appointee)	2000			
NAME	ADDRESS	TEL. NO.			
Armin Barrion	Manila	09171783183			
Irish Mae Ibarrientos	Manila	0917805 5414			
Marika Liberty Joy B. Mallari	Manila	09178709310			
42. I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of perti Philippines. I authorize the agency head/authorized repr agree that any misrepresentation made in this doc administrative/criminal case/s against me.	nent laws, rules and regulations of the esentative to verify/validate the contents	Republic of the stated herein, I			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC	natase				
ID/License/Passport No.: 0092034	Signature (Sign inside the	box)			
Date/Place of Issuance: 10/12/2016 / Manila	01/18/2024 Date Accomplished		Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	JAN 2024 , affiant exh	ibiting his/her validly iss	ued government ID as indicated above.		
) (ACC 1821)	ATTY, RYYAN ASUMOCO	R			
PLINORUS TO THE STATE OF THE ST	Person Administering Oa	th	SIGNATURE		

## **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.
    - o 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.
- o Train team members on all Quality policies & procedures.
- o 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.
    - o Responsible for delivery of services in accordance with Client Management SLA
    - Ensure compliance with all governmental regulations.
    - o The single point of contact for technical issue for FM at the site.
    - o 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
    - o Initiate planning of Critical Environment procedure
    - o Initiate a system to measure the quality of performance on a quarterly basis.
    - Initiate and maintain Preventive Management Program

- Responsible for Early involvement in Facilities Operation and provide advisory service during Site Inspection and Project Development
- Solution Provision for minor projects and coordinating with contractors/vendors from initiation to completion
- Duration: October 18, 2018 May 28, 2019
- Position: Site Engineer, MEPFS
- Name of Office/Unit: Okada Project, Manila
- Immediate Supervisor: Arman Modina
- Name of Agency/Organization and Location: Ranmar Construction, Manila
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - o Evaluate and assess the work site condition.
    - Provide detailed engineering and scheduling.
    - o Conducts inspection or quality assurance.
    - Handle more than a hundred manpower.
- Duration: March 3, 2017 February 3, 2018
- · Position: Production Engineer
- · Name of Office/Unit: Chip Resistor
- Immediate Supervisor: Roxanne Razon
- Name of Agency/Organization and Location: Samsung Electro-Mechanics, Phils.
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties

 Includes planning and overseeing production, maximizing production efficiency, and training and supervising production line workers.

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

> > Date: January 18, 2024