

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	Mabuan		
FIRST NAME	Jovelyn	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Henoguin		
3. DATE OF BIRTH (mm/dd/yyyy)	8/27/1977	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	Palompon, Leyte	If holder of dual citizenship, please indicate the details.	
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	No. 90 Kilbourne Drive House/Block/Lot No. Street VSU, Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.25273	18. PERMANENT ADDRESS	House/Block/Lot No. Street Macopa Taberna Subdivision/Village Barangay Palompon Leyte City/Municipality Province
8. WEIGHT (kg)	40		
9. BLOOD TYPE	"A"		
10. GSIS ID NO.	77082701705		
11. PAG-IBIG ID NO.		6538	
12. PHILHEALTH NO.	13-000073480-3		
13. SSS NO.	06-1915480-0	19. TELEPHONE NO.	N/A
14. TIN NO.	207-491-327	20. MOBILE NO.	+63-930-781-7731
15. AGENCY EMPLOYEE NO.	V000306	21. E-MAIL ADDRESS (if any)	jovay_m@yahoo.com

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)	Zyrah Mae M. Valdez	4/18/2005
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Mabuan			11/25/1950
FIRST NAME	Erasmio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Vicentillo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Henoguin			8/28/1950
FIRST NAME	Julita			
MIDDLE NAME	Baloro			

(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	Brgy. Tambis Elementary School	Primary Level	1985	1991	N/A	1991	None
SECONDARY	Taberna National High School	High School	1990	1995	N/A	1995	None
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	University of San Jose Recoletos	Bachelor of Arts in Library Science (ABLS)	1996	2000	N/A	2000	Non-Academic Scholar (NAS)
GRADUATE STUDIES	University of San Carlos	Master of Science in Library and Information Science (MSLIS)	2016	Present	N/A	on-going	K-12 Transition Program

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/24/2017
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Librarians Licensure Examination	76%	November 21-22, 2000	Cebu City	0002935	8/27/2017
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A

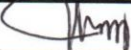
(Continue on separate sheet if necessary)

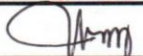
V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/PAY GRADE (if applicable) & STEP (Format "00.0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
3/1/2013	Present	College Librarian II	Visayas State University Library	Php24,887.00	SG:15-1	Permanent	Yes
7/1/2012	2/28/2013	College Librarian I	Visayas State University Library	Php21,867.00	SG:13-2	Permanent	Yes
2/1/2012	6/20/2012	College Librarian I	Visayas State University Library	Php20,162.00	SG: 13-2	Permanent	Yes
6/1/2011	1/31/2012	College Librarian I	Visayas State University Library	Php19,908.00	SG:13-2	Permanent	Yes
6/24/2010	5/31/2011	College Librarian I	Visayas State University Library	Php18,116.00	SG:13-2	Permanent	Yes
7/1/2009	6/23/2010	College Librarian I	Visayas State University Library	Php16,424.00	SG: 13-2	Permanent	Yes
7/1/2008	6/30/2009	College Librarian I	Visayas State University Library	Php14,323.00	SG: 13-1	Permanent	Yes
7/1/2007	6/30/2008	College Librarian I	Visayas State University Library	Php13,021.00	SG: 13-1	Permanent	Yes
1/2/2006	5/30/2007	College Librarian I	Visayas State University Library	Php11,837.00	SG:13-1	Permanent	Yes
7/6/2000	1/16/2005	Periodical Librarian/Cataloguer	University of Cebu-Maritime Education and Training Center	Php8,328.00	N/A	Permanent	No
None	N/A	N/A	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/24/2017
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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	N/A	N/A	N/A	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			
	Reinventing Libraries and Librarians in the Millennium	8/18/2016	8/19/2016	16.0	Managerial/Technical	Philippine Librarian Association Inc. Central Visayas
	Foru on Inclusive Disaster Risk-Reduction with the Theme : the Role of Libraries and LGUs in Desaster preparedness and information dissemination	3/17/2014	3/17/2014	8.0	Managerial	Hiroshima Kawamura
	Libraiaes: Preservers and Promoters of Culture and Arts	11/20/2013	11/22/2013	24.0	Managerial	Philippine Librarian Association Inc.
	Personality Development Seminatar for Frontliners	9/20/2012	9/20/2012	8.0	Frontliner	Visayas State University
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
	None	N/A	N/A	N/A	N/A	N/A
(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)		
	Library Organization and Management	None		Philippine Librarian Association Inc.		
	Cataloging/Classification	None		Eastern Visayas Region Librarian Council		
	Computer Literate	None		None		
	Ability to Work with People	None		None		
	Sports: Kickball	None		None		
	None	None		None		
	None	None		None		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	4/24/2017	

<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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: right;">Voluntary Resignation</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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: <u>unmarried woman</u></p>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Andrei D. Pardales	Visayas State University Library	9064106218
Maxie Doreen Cabaron	University of San Carlos Learning Resource Center	9225836899
Alma Pagdalian (Library)	University of San Jose Recoletos	32-253-7900

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.



JOVELYN H. MABUAN

PHOTO

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

ID/License/Passport No.: 0002935

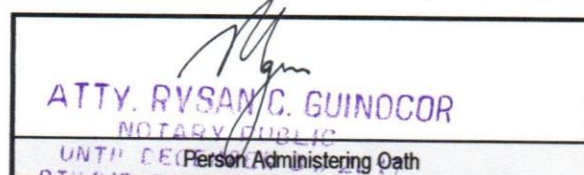
Date/Place of Issuance: 10/9/2015

<p>Signature (Sign inside the box)</p> <p><u>4/24/2017</u></p> <p>Date Accomplished</p>



Right Thumbmark

SUBSCRIBED AND SWORN to before me this MAY 03 2017, affiant exhibiting his/her validly issued government ID as indicated above.



BAYBAY/LEYTE - 1/12/17
 IBP 103,424 - TAGLOBAN CITY - 12/19/16
 MCLE COMP. NO. V-000170 - 07/20/15
 ROLL OF ATTORNEYS NO. 57467