

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	GUATLO		
FIRST NAME	JUCEL MARIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TORREVILLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	5/27/1996	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	PASIG CITY	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	House/Block/Lot No. Street PUROK 5 BUNGA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	6541
8. WEIGHT (kg)	47	18. PERMANENT ADDRESS	119 RIZAL STREET House/Block/Lot No. Street DISTRICT 21 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6541
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121216074792	20. MOBILE NO.	09751490979
12. PHILHEALTH NO.	13-252796554-7	21. E-MAIL ADDRESS (if any)	imarieguatlo@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	715-049-744		
15. AGENCY EMPLOYEE NO.	N/A		

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	GUATLO			
FIRST NAME	MANUEL	JR.		
MIDDLE NAME	CACHUELA			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORREVILLAS			
FIRST NAME	CELSA			
MIDDLE NAME	DIANO			

(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	ORMOC CITY SPED CENTER	PRIMARY EDUCATION	2002	2008	N/A	2008	HIGHEST HONORS
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL (SCIENCE CLASS CURRICULUM)	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	2012	2017	N/A	2017	DOST-SEI SCHOLAR
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MASTER OF SCIENCE IN AGRICULTURAL ENGINEERING	2018	PRESENT	31 units		DOST-ERDT SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/29/2024
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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		
	FACTUAL, PHILIPPINES	2/1/2022	PRESENT	ON-GOING	GRAPHIC DESIGN & ILLUSTRATION

(Continue on separate sheet if necessary)

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


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			
	TECHNOPRENEURSHIP AND ENTREPRENEURSHIP FACULTY DEVELOPMENT PROGRAM	6/26/2024	PRESENT	24.0	TECHNICAL	WADHANI FOUNDATION
	WORKSHOP ON ESTABLISHMENT THE UNIVERSITY'S COMMUNICATION GUIDELINES AND POLICIES MANUAL	6/26/2024	6/27/2024	16.0	TECHNICAL	CARAGA STATE UNIVERSITY
	AFMECH LAW ENFORCEMENT ORIENTATION CUM PUBLIC CONSULTATION ON THE REVISION OF VARIOUS BAFE REGULATORY POLICIES	5/20/2024	5/24/2024	40.0	TECHNICAL	DA - BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
	PSABE-8 REGIONAL CONVENTION	3/13/2024	3/14/2024	16.0	TECHNICAL	PSABE-8
	SUSTAINABILITY MEDIA ACADEMY PHILIPPINES WORKSHOP	2/20/2024	2/20/2024	8.0	TECHNICAL	EB IMPACT SINGAPORE
	GOOGLE UX DESIGN PROFESSIONAL CERTIFICATE	9/25/2022	PRESENT	ON-GOING	TECHNICAL	GOOGLE THROUGH COURSERA
	RICE PRODUCTION 101 FOR AGRICULTURE TEACHERS	5/30/2022	6/3/2022	24.0	TECHNICAL	PHILIPPINE RICE RESEARCH INSTITUTE
	WEBINAR ON FLUIDIZED BED DRYER	5/18/2022	5/18/2022	4.0	TECHNICAL	PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND MECHANIZATION
	NON-WOOD FOREST PRODUCTS PRESERVATION AND TREATMENT	4/7/2022	4/7/2022	4.0	TECHNICAL	DOST - FOREST PRODUCTS RESEARCH AND DEVELOPMENT INSTITUTE
	1ST PSABE VISAYAS-WIDE CONVENTION	12/1/2021	12/2/2021	16.0	TECHNICAL	PHILIPPINE SOCIETY OF AGRICULTURAL AND BIOSYSTEMS ENGINEERS
	AGRI-MECHANIZATION SUMMIT	11/23/2021	11/23/2021	8.0	TECHNICAL	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
	STATISTICAL METHODS IN MATLAB	8/2/2021	8/2/2021	16.0	TECHNICAL	DOST-ERDT THROUGH TECHSOURCE ACADEMY
	WEBINAR ON CACAO POD BRIQUETTING PROCESS	5/31/2021	5/31/2021	4.0	TECHNICAL	PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND MECHANIZATION
	TECHNO-TALAKAYAN ON AGRICULTURAL MECHANIZATION AND POSTHARVEST LOSSES PREVENTION	5/24/2021	5/25/2021	16.0	TECHNICAL	PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND MECHANIZATION
	70TH PSABE ANNUAL NATIONAL CONVENTION	4/26/2021	4/28/2021	24.0	TECHNICAL	PHILIPPINE SOCIETY OF AGRICULTURAL AND BIOSYSTEMS ENGINEERS

(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)
	GRAPHIC DESIGN AND LAYOUT		3RD PLACE, THESIS PRESENTATION POSTER AND ORAL CATEGORIES AT PSABE ANNUAL NATIONAL CONVENTION		PHILIPPINE SOCIETY OF AGRICULTURAL AND BIOSYSTEMS ENGINEERS
	UX DESIGN		3RD PLACE, ESSAY WRITING AT REGIONAL CULTURE AND ARTS COMPETITION PASUC-8		
	PRODUCT BRANDING AND VISUAL IDENTITY		2ND PLACE, DESKTOP PUBLISHING AT REGIONAL TERTIARY SCHOOLS PRESS CONFERENCE - 8		
			2ND PLACE, ESSAY WRITING AT PSABE ANNUAL NATIONAL CONVENTION		
			1ST PLACE, PAPER PRESENTATION AT PSABE-8 REGIONAL CONVENTION		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/29/2024
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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)?

☐ 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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

If YES, give details:

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:

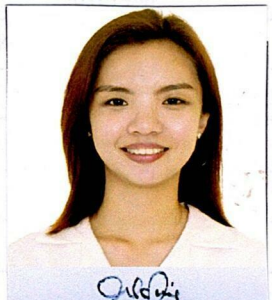
☐ YES☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ULDERICO B. ALVIOLA	VSU BAYBAY CITY	09778512000
JED ASAPH D. CORTES	VSU BAYBAY CITY	09088144813
ELDON P. DE PAOLA	VSU BAYBAY CITY	09610704200

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.



JUCEL MARIE T. GUATLO

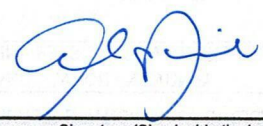
PHOTO

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.: 0008803

Date/Place of Issuance: 09/17/2017 - PRC MANILA



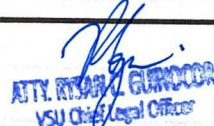
Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 30 JUL 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. REYNAL B. GUATLO  
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: August 3, 2023 – Present
- Position: Instructor
- Name of Office/Unit: VSU Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Handled the following course work:
    - ESci 135 – Thermodynamics and Heat Transfer
    - ESci 137n – Technopreneurship 101
    - ABEn 158 – AB Products Processing and Storage
    - ABEn 172 – Renewable Energy in AB Applications
    - ABEn 174 – AB Waste Management Engineering
    - ABEn 184 - ABE and Related Laws, Specifications, Contracts & Professional Ethics
  - Co-chairperson of the VSU Branding Committee, and actively perform for other assigned committees.
- Summary of Actual Duties
  - An instructor in A.Y. 2023-2024 for the Department of Agricultural and Biosystems Engineering, and perform other tasks for the university.

- Duration: July 1, 2022 – July 30, 2023
- Position: Media Production Specialist
- Name of Office/Unit: VSU Brand Book Task Force
- Immediate Supervisor: Jed Asaph D. Cortes
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Established the branding and visual identity of the university through the publication of VSU Brand Book
- Summary of Actual Duties
  - Responsible for the coordinating between offices and/or units for the implementation of the VSU branding and visual identity, establish the design and layout of the VSU Brand Book, ready the material of the VSU Brand Book for printing and publication, and performs other related functions.

- Duration: August 1, 2021 – June 30, 2022
- Position: Part-time Instructor
- Name of Office/Unit: VSU Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Eldon P. de Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Established the course syllabus and learning modules of assigned course/subjects
  - Assist the department for its accreditations in ISO and AACUP
- Summary of Actual Duties
  - Responsible for teaching the following subjects
    - 1<sup>st</sup> Sem, AY 2021-2022
    - ESci 110 – Precalculus for Engineers
    - ESci 116n – Differential Equations
    - 2<sup>nd</sup> Sem, AY 2021-2022
    - ESci 116n – Differential Equations
    - AEng 40 – Fundamentals of Agricultural Engineering

- Duration: November 8, 2017 – June 30, 2018
- Position: Engineer I
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Baybay Cit, Leyte
- List of Accomplishments and Contributions (if any)
  - Supervised and established the publication, website, and research journal of the College of Engineering in VSU
- Summary of Actual Duties
  - Design and establish the publication materials for the College, write quarterly reports as early as 2016 to 2018, prepared the materials for offline and online publications, responds to concerns and performs other related tasks.

  
JUCEL MARIE T. GUATLO  
(Signature over Printed Name  
of Employee/Applicant)

Date: 08/01/24