

## 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	JACOB		
FIRST NAME	JOVELYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GOFREDO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/10/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Guadalupe, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 6 House/Block/Lot No. Street Subdivision/Village Guadalupe Baybay Barangay City/Municipality Leyte Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	60		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	Zone 6 House/Block/Lot No. Street Subdivision/Village Guadalupe Baybay Barangay City/Municipality Leyte Province
10. GSIS ID NO.	On Process	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210-9318-2616		
12. PHILHEALTH NO.	19-025873768-0		
13. SSS NO.	3372-9553-01	19. TELEPHONE NO.	(053)-563-8627
14. TIN NO.	414-325-455	20. MOBILE NO.	(+63)-0910-517-3752 and (+63)-0953-350-2893
15. AGENCY EMPLOYEE NO.	V00870	21. E-MAIL ADDRESS (if any)	jovelyn.jacobe@vsu.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	JACOB		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LUCIANO	JR.	BRETT YVONNE G. JACOB	4/6/2011
MIDDLE NAME	RODRIGUEZ			
OCCUPATION	Utility			
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	Brgy. Guadalupe, Baybay City, Leyte			
TELEPHONE NO.	9533502893			
24. FATHER'S SURNAME	GOFREDO			
FIRST NAME	SILVESTRE	SR.		
MIDDLE NAME	PAGALAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	DOMANACO			
FIRST NAME	JOSEFINA			
MIDDLE NAME	LATRAS		(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	Guadalupe Elementary School	Primary Education	1987	1993	Certificate	1993	N/A
SECONDARY	Baybay National High School	High School	1993	1997	Diploma	1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State College of Agriculture (Now VSU)	Bachelor of Science in Agriculture Major in Agronomy	1997	2001	Diploma	2001	N/A
GRADUATE STUDIES	Visayas State University	MS in Agronomy	2009	2016	Diploma	2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	June 13, 2024
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## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>Carolee Jh</i>	DATE	June 13, 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		
	NONE				

(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)

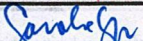
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	35th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	11/30/2023	12/1/2023	16.0	Technical	RDE Hall Visayas State University
	Regional Abaca Summit	10/26/2023	10/27/2023	16.0	Technical	Ormoc Superdome, Ormoc City
	Consultative Forum on Harmonizing Facilities and Equipment	8/17/2023	8/17/2023	8.0	Technical	ECO-Farmi Training Hall, VSU
	Training on Plant Tissue Culture Techniques and Laboratory Operation	3/13/23	3/17/23	40.0	Technical	National Abaca Research Center VSU
	34th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	11/17/22	11/18/22	16.0	Technical	RDE Hall Visayas State University
	In-house Review	8/5/2022	8/5/2022	8.0	Technical	National Abaca Research Center VSU
	Center Level In-House Review	6/28/2022	6/28/2022	8.0	Technical	National Abaca Research Center VSU
	OJT Supervisor/Host Training Establishment Coordinator	5/30/2022	6/10/2022	80	Technical	National Abaca Research Center VSU
	Laboratory Instruments	6/21/2022	6/22/2022	16.0	Technical	Department of Physics Visayas State University
	Training on Macro and Micropropagation of Abaca for Partners SUCs and PhilFIDA	5/23/2022	5/28/2022	40.0	Technical	PHILFIDA, Balinsasayao, Abuyog Leyte
	University-Wide Calibration and Maintenance Workshop Seminar	2/21/2022	2/21/2022	8.0	Technical	Visayas State University
	Center Level In-House Review	7/14/2021	7/14/2021	3.0	Technical	National Abaca Research Center VSU
	31st Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	11/26/19	11/27/19	16.0	Technical	Regional Research, Development and Extension
	Abaka Kini	05/11/2021	05/11/2021	.50	Technical	DYDC-FM, Visayas State University
	30th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	11/21/18	11/23/18	16.0	Technical	Visayas Consortium for Agricultural Research Program/
	"Ecological Research: Methods and Data Analysis"	07/06/18	07/06/18	1.0	Technical	PhilRoodcrops Training Hall, VSU
	Regional Abaca Summit	06/20/18	06/21/18	16.0	Technical	RDE Hall Visayas State University
	29th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	11/27/17	11/28/17	16.0	Technical	Regional Research, Development and Extension
	28th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	12/07/2016	12/08/2016	16.0	Technical	Regional Research, Development and Extension
	2nd National Organic Agriculture Scientific Conference	2/16/2016	2/17/2016	16.0	Technical	Organic Agricultural Society of the Philippines
	National Abaca Summit	11/11/	11/4/2015	16.0	Technical	Center/Department of Agriculture
	Training Workshop on Writing and Presenting Proposal Towards Building Sciences Culture in Eastern Visayas Region	11/2/2015	11/2/2015	8.0	Technical	Visayas State University
	Recovery of Soil Function and Organic Matter through Tropical Reforestation	5/11/2015	5/11/2015	8.0	Technical	Visayas State University
	27th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	3/17/2015	3/18/2015	24.0	Technical	Regional Research, Development and Extension
	1st National Organic Agriculture Scientific Conference	1/25/2015	1/26/2015	16.0	Technical	Organic Agricultural Society of the Philippines
	Seminar on Mapping of Soybean Aphids Resistance Genes from Plant Introduction	10/7/2014	10/7/2014	8.0	Technical	Visayas State UniA30.K41iversity
	Seminar on Ethics and Publication	9/4/2014	9/4/2014	8.0	Technical	Visayas State University
	25th Joint VICARP and RRDEN Regional Research, Dev. and Extension Symposium	6/19/2014	6/19/2014	24.0	Technical	VICARP/RRDEN/VSU
	2014 Abaca RDE In-House Consultative Review	6/5/2014	6/6/2014	24.0	Technical	OVPRD/NARC/VSU
	National Conference on Development Initiatives in the Philippine Marginal Uplands	10/22/2014	10/24/2014	72.0	Technical	Visayas State University
	Tomato Production in Australia	9/16/2013	9/16/2013	8.0	Technical	Visayas State University
	Training on Horticultural research Development and Commercialization	6/25/2013	6/28/2013	32.0	Technical	Visayas State University
	Best Practices for Laboratory Management	5/22/2013	5/22/2013	8.0	Technical	Visayas State University
	2013 Abaca RDE In-House Consultative Review	2/11/2013	2/12/2013	8.0	Technical	Development/Visayas State University

(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)
	Driving		NONE		VSU Alumni Association
	Computer Literate				Administrative Personnel Association (ADPA)
					Philippine Association of Plant Tissue Culture (PAPTCB)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 13, 2024
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in 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: 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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</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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LUZ O. MORENO</td> <td>NARC, VSU</td> <td>0916-423-9381</td> </tr> <tr> <td>FLORA MIA Y. DUATIN</td> <td>NARC, VSU</td> <td>0916-134-4041</td> </tr> <tr> <td>ROMEL B. ARMECIN</td> <td>NARC, VSU</td> <td>563-7598</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LUZ O. MORENO	NARC, VSU	0916-423-9381	FLORA MIA Y. DUATIN	NARC, VSU	0916-134-4041	ROMEL B. ARMECIN	NARC, VSU	563-7598
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ROMEL B. ARMECIN	NARC, VSU	563-7598											
<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 style="width: 50%;"> <p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> </td> <td style="width: 50%; text-align: center;"> </td> </tr> <tr> <td>Government Issued ID: SSS</td> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td>ID/License/Passport No.: 337-2955-301</td> <td style="text-align: center;">June 13, 2024</td> </tr> <tr> <td>Date/Place of Issuance: Ormoc City</td> <td style="text-align: center;">Date Accomplished</td> </tr> </table>	<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p>		Government Issued ID: SSS	Signature (Sign inside the box)	ID/License/Passport No.: 337-2955-301	June 13, 2024	Date/Place of Issuance: Ormoc City	Date Accomplished	<div style="text-align: center;"> <p>JOVELYN G. JACOB</p> <p>PHOTO</p> </div> <div style="text-align: center; margin-top: 20px;"> <p>Right Thumbmark</p> </div>				
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p>													
Government Issued ID: SSS	Signature (Sign inside the box)												
ID/License/Passport No.: 337-2955-301	June 13, 2024												
Date/Place of Issuance: Ormoc City	Date Accomplished												
<p>SUBSCRIBED AND SWORN to before me this <b>03 JUL 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 10px;"> <p>Person Administering Oath</p> </div>													



## 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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 2008 – Present
- Position: Science Research Assistant
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Luz O. Moreno
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Characterizes fiber quality of abaca in the germplasm collection and other abaca accessions as to tensile strength, fiber length, fiber fineness; cell length, lumen width, cell diameter, cell wall thickness, Runkel flexibility & slender ratios; fiber qualities (color, texture, luster and uniformity from base to tip) and chemical properties (% ash and % lignin contents).
  - Gathers yield and yield components data (dry wt. of fiber per plant, stalk wt. & % fiber recovery), consolidates, analyzes data and report writing

  
JOVELYN G. JACOBE

(Signature over Printed Name  
of Employee/Applicant)

Date: July 2, 2024