

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	CAGANDE		
FIRST NAME	JEFFREY LLOYD		NAME EXTENSION (JR., SR)
MIDDLE NAME	LORETO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/19/1981	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	304 M.L. QUEZON ST. House/Block/Lot No. Street Subdivision/Village ZONE 11 BAYBAY CITY LEYTE City/Municipality Province 6521
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:	18. PERMANENT ADDRESS	304 M.L. QUEZON ST. House/Block/Lot No. Street Subdivision/Village ZONE 11 BAYBAY CITY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.56	19. TELEPHONE NO.	(053) 563-9143
8. WEIGHT (kg)	70	20. MOBILE NO.	09167225829
9. BLOOD TYPE	O+	21. E-MAIL ADDRESS (if any)	jeffreyllloyd.cagande@vsu.edu.ph
10. GSIS ID NO.	2001713969		
11. PAG-IBIG ID NO.	121010290085		
12. PHILHEALTH NO.	17-050142853-4		
13. SSS NO.	N/A		
14. TIN NO.	411-450-932		
15. AGENCY EMPLOYEE NO.	V00699		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAGANDE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIA VANESSA	NAME EXTENSION (JR., SR) N/A	JELIANA JADE VALENZONA CAGANDE	09/19/2008
MIDDLE NAME	VALENZONA		N/A	N/A
OCCUPATION	HOUSE WIFE		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	09054913165		N/A	N/A
24. FATHER'S SURNAME	CAGANDE		N/A	N/A
FIRST NAME	SILVESTRE	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	BUBA		N/A	N/A
25. MOTHER'S MAIDEN NAME	LUVISMINDA ABELLERA LORETO		N/A	N/A
SURNAME	CAGANDE		N/A	N/A
FIRST NAME	LUVISMINDA		N/A	N/A
MIDDLE NAME	LORETO		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1988	1994	N/A	1994	N/A
SECONDARY	VISCA LABORATORY HIGH SCHOOL	HIGH SCHOOL	1994	1998	N/A	1998	1ST HON MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY (now VISAYAS STATE UNIVERSITY)	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	1998	2003	N/A	2003	DOST-SEI ASTHRDP
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MA SCIENCE EDUCATION - PHYSICS	2012	2015	N/A	2015	DOST-SEI ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE

DATE

4/22/24

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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
REGISTERED PROFESSIONAL AGRICULTURAL ENGINEERS LICENSURE EXAM	80.3	01/07/2003	MLQU, Manila	005829	UNTIL 03/19/2010


(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						
01/01/2023	Present	Assistant Professor II	Visayas State University	P 39,672.00	16-1	Permanent	Yes
09/15/2022	12/31/2022	Assistant Professor II	Visayas State University	P 38,150.00	16-1	Permanent	Yes
01/01/2022	09/14/2022	Instructor III	Visayas State University	P 32,321.00	14-1	Permanent	Yes
01/01/2021	12/31/2021	Instructor III	Visayas State University	P 30,799.00	14-1	Permanent	Yes
01/01/2020	12/31/2020	Instructor III	Visayas State University	P 29,277.00	14-1	Permanent	Yes
07/01/2019	12/31/2019	Instructor III	Visayas State University	P 27,755.00	14-1	Permanent	Yes
01/01/2019	06/30/2019	Instructor I	Visayas State University	P 22,938	12-1	Permanent	Yes
01/01/2018	12/31/2018	Instructor I	Visayas State University	P 22,149.00	12-1	Permanent	Yes
01/01/2017	12/31/2017	Instructor I	Visayas State University	P 21,387.00	12-1	Permanent	Yes
08/01/2016	12/31/2016	Instructor I	Visayas State University	P 20,651.00	12-1	Permanent	Yes
01/01/2016	07/31/2016	Instructor I	Visayas State University	P 20,651.00	12-1	Temporary	Yes
12/01/2012	12/31/2015	Instructor I	Visayas State University	P 19,940.00	12-1	Temporary	Yes
06/01/2012	11/30/2012	Instructor I	Visayas State University	P 19 940.00	12-1	Contractual	Yes
06/01/2011	05/31/2012	Instructor I	Visayas State University	P 18,333.00	12-1	Contractual	Yes
11/02/2010	05/31/2011	Instructor I	Visayas State University	P 16,726.00	12-1	Contractual	Yes
07/05/2004	05/21/2007	Production Coach	DOLE - Stanfilco	P 12,000.00	N/A	Regular	No
11/01/2003	12/31/2003	Science Research Aide	Visayas State University	P 6,522.00	N/A	Contractual	Yes

(Continue on separate sheet if necessary)

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7. 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


[illegible]

(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)
Computer Skills (MS Office, Photoshop, Kodular)	7th Place - Registered Philippine Agricultural Engineers' Licensure Exam July 2003	VSU FACULTY ASSOCIATION (2008 - Present)
		PHILIPPINE SOCIETY OF AGRICULTURAL ENGINEERS
		SAMAHANG PISIKA NG VISAYAS AT MINDANAO
		PHILIPPINE eLEARNING SOCIETY

(Continue on separate sheet if necessary)

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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:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
DR. RICHARD R. JUGAR	UNIVERSITY OF SAN CARLOS	09190954909
PROF. MA. NENA Q. RAMOS	VISAYAS STATE UNIVERSITY	565-0600 loc 1030
DR. NILDA T. AMESTOSO	VISAYAS STATE UNIVERSITY	565-0600 loc 1018

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

EMPLOYEE ID: 1006499

Issued by : Vsy

Signature (Sign inside the box)

4/22/24

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this MAY 09 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. DECYROSE P. PAPA

Public Attorney II

(Pursuant to R.A. 9406)

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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: Sep 15, 2022 - Present
- Position: Assistant Professor II
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Department Head
- Name of Agency/Organization and Location: Visayas State University – Baybay City

- List of Accomplishments and Contributions (if any)

1. Attended Training on Fluorescence Video Microscopy on May 11-12, 2023.
2. Attended ISO 9001:2015 Awareness/Re-awareness Seminar on August 30-31, 2022.
3. Attended Seminar-Workshop on Academic Practice March 17, 2023

Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares and revises teaching materials/guides and submit to department head.
 - b. Prepares and gives examinations (mid/final/long/quizzes).
 - c. Checks test papers and returns to students one week after examination.
 - d. Submits grade sheets within prescribed period to the Registrar through the department.
 - e. Turns over class records to department heads within two weeks after final examination.
 - f. Makes himself available for consultation by his/her students during scheduled consultation hours.
2. Performs research and/or extension functions, among others the following:
 - a. Prepares research/extension proposals.
 - b. Implements duly approved research/extension projects within time frame.
 - c. Prepares and prepares reports within the prescribed period.
 - d. Presents research/extension outputs during conferences/for a of legitimate professional organizations.
 - e. Submits output for possible publication/patenting.
3. Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
 - b. Performs other functions assigned by the department head, College Dean, Vice-Presidents, and the University President.

- Duration: Jul 01, 2019 – Sep 14, 2022
- Position: Instructor III
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Department Head
- Name of Agency/Organization and Location: Visayas State University – Baybay City

- List of Accomplishments and Contributions (if any)

1. Academic Adviser for the Pioneering BS Applied Physics Batch
2. Member of the Facilitators for the Training-Workshop on Course Module Production for Flexible Learning in Higher Education Institutions (HEIs) June 11-12 & 15-19, 2020.
3. Moderator for White Noise Analysis and Its Application on April 7, 2022.
4. Resource Speaker in Elearning Tutorial in Mathematics on November 29, 2021.
5. Moderator for Training/Seminar-Workshop on Introduction to Metrology and Verification of Common Laboratory Instruments on June 21-22, 2022.
6. Become a member of the National Research Council of the Philippines (NRCP) on June 25, 2022
7. Attended the 23rd SPVM National Physics Conference: CONVIRTUALISATION on October 16, 23, and 30, 2021.
8. Attended the 15th NATIONAL ELEARNING CONFERENCE on May 29, 2021.

Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares and revises teaching materials/guides and submit to department head.
 - b. Prepares and gives examinations (mid/final/long/quizzes).
 - c. Checks test papers and returns to students one week after examination.
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 - b. Implements duly approved research/extension projects within time frame.
 - c. Prepares and prepares reports within the prescribed period.
 - d. Presents research/extension outputs during conferences/for a of legitimate professional organizations.
 - e. Submits output for possible publication/patenting.
3. Performs other functions, among others:

- a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
- b. Performs other functions assigned by the department head, College Dean, Vice-Presidents, and the University President.

- Duration: Nov 02, 2010 – Jun 30, 2019
- Position: Instructor I
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Department Head
- Name of Agency/Organization and Location: Visayas State University – Baybay City

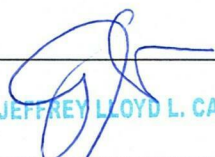
- List of Accomplishments and Contributions (if any)

1. Attended TWINCLE Program at Chiba University – Science Experiments Program on October 20 – 28, 2016
2. Published a Research Article entitled “The flipped classroom and college physics students’ motivation and understanding of kinematics graphs” in Issues in Educational Research on April 5, 2018
3. Oral Presenter in 19th SPVM National Physics Conference on October 19-21, 2017
4. Oral Presenter in 17th SPVM National Physics Conference on October 22-24, 2015
5. Graduated Master of Arts in Science Education – Physics in University of San Carlos on October 24, 2015

Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepared and revised teaching materials/guides and submit to department head.
 - b. Prepared and gives examinations (mid/final/long/quizzes)
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- b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President


JEFFREY LLOYD L. CAGANDE

(Signature over Printed Name
of Employee/Applicant)

Date: 4/22/24