

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	MABUTO		
FIRST NAME	JUBYMAR	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ABAPO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/17/1980	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	WLPH BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<div>N/A</div> <div>GROUP 1</div> <div>House/Block/Lot No. Street</div> <div>N/A SANTO ROSARIO</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.651		
8. WEIGHT (kg)	72	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	<div>N/A</div> <div>GROUP 1</div> <div>House/Block/Lot No. Street</div> <div>N/A SANTO ROSARIO</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY LEYTE</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121088994462	ZIP CODE	6521
12. PHILHEALTH NO.	130500447436		
13. SSS NO.	0622023339	19. TELEPHONE NO.	N/A
14. TIN NO.	219543454	20. MOBILE NO.	09272905722
15. AGENCY EMPLOYEE NO.	V02011	21. E-MAIL ADDRESS (if any)	jubymarmabuto@gmail.com

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	MABUTO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HAYDEE	NAME EXTENSION (JR., SR)	HARVY VIC B. MABUTO 04/17/2005
MIDDLE NAME	BUNAL		JOHN RAYMUND B. MABUTO 06/22/2008
OCCUPATION	HOUSEWIFE		PAUL EMMANUEL B. MABUTO 06/21/2010
EMPLOYER/BUSINESS NAME	N/A		ZEADRICK ENZO B. MABUTO 10/27/2023
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	MABUTO		
FIRST NAME	VICTORINO	NAME EXTENSION (JR., SR)	JR.
MIDDLE NAME	BISNAR		
25. MOTHER'S MAIDEN NAME			
SURNAME	ABAPO		
FIRST NAME	ELIZABETH		
MIDDLE NAME	VINCULADO		
(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	BAYBAY II CENTRAL SCHOOL	PRIMARY EDUCATION	1987	1993	N/A	1993	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1993	1997	N/A	1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRICULTURAL CHEMISTRY	1997	2001	N/A	2001	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	03 December 2024

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
	RA 1080 (CHEMIST)	70.0	OCT 25, 2011	MANILA CITY	0011373	2025
	CAREER SERVICE PROFESSIONAL (PD 907)	80.0	2001	ORMOC CITY	01-006553	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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03 December 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		
	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

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			
Food Safety, Hygiene & Good Manufacutring Practices (RP)	11/20/24	11/20/24	4.0	Supevisory	Income Generating Project -VSU, OVPRGAS
Gawang Otso Trade Fair (RP)	08/15/24	08/15/24	8.0	Supervisory	DTI Region 8
Chemical Waste Management & Safety in the Chemical Laboratory	02/23/24	02/23/24	8.0	Technical	DoPAC, VSU
2024 National Research & Development Call Conference (Visayas Leg)	02/08/24	02/08/24	8.0	Technical	DOST
Training on License to Operate and Product Registration	12/04/23	12/05/23	16.0	Supervisory	DTI & FDA Region 8/DA-Baybay
PALEU: Innovations to Meet the Lab of the Future	09/28/23	09/29/23	16.0	Supervisory	Phil. Alliance of Laboratory End Users
Supervisory Development Course (SDC) track 1	09/20/23	09/23/23	32.0	Supervisory	Civil Service Commission
Diving into the Future: Forwarding the Boundaries of Biomedical Research	07/07/23	07/07/23	8.0	-	USC-VSU
OBE Syllabus Making Writeshop	02/09/23	02/09/23	8.0	-	Dept of Pure & Applied Chemistry
Green Business Orientation & Business Continuity Planning	11/09/22	11/09/22	8.0	Supervisory	Dept of Trade & Industry
Machine Operation Training: Spray Dryer & Water Retort	08/22/22	08/25/22	32.0	Supervisory	GECAR Machine Solutions
Basic Food Safety, GMP, GHP Training for Food Handlers	08/17/22	08/17/22	8.0	-	Dept of Food Science & Technology
Introduction to Metrology and an Industrial Calibration	07/12/22	07/13/22	16.0	Supervisory	Dept of Science & Technology
Environmental Health and Safety: Chemical Waste Management	06/27/22	06/27/22	8.0	-	Dept of Pure & Applied Chemistry
Qualification of Radiation Protection Officers (RPOs)	11/25/18	11/29/18	45.0	RPO	Technology Experts
ISO 9001:2005 Awareness Training	10/22/18	10/22/18	8.0	Chemist	ING Management Services
5S and Work Place Improvement	08/12/17	08/12/17	8.0	Chemist	ING Management Services
ISO 17025:2005 Internal Auditor Training	05/17/17	05/18/17	16.0	Auditor	ING Management Services
ISO 17025:2005 Awareness Training	03/10/17	03/11/17	16.0	Auditor	ING Management Services
Management of Laboratory Wastes	07/22/10	07/22/10	8.0	Quality Staff	Visayas State University -JEFCOR
Enhancement of Performance of Environmental Monitoring & Audit Function	09/11/07	09/12/07	16.0	Deputy PCO	Dept of Environment & Natural Resources
Current Good Manufacturing Practices (cGMP)	06/28/07	06/28/07	4.0	Quality Staff	Hideco Sugar Milling Company
Hazard Analysis and Critical Control Points (HACCP)	06/05/07	06/05/07	8.0	Quality Staff	Hideco Sugar Milling Company
Orientation of Hazard Analysis and Critical Control Points (HACCP)	05/25/07	05/25/07	8.0	Quality Staff	Hideco Sugar Milling Company

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
TECHNICAL	N/A	N/A
RESEARCH		
VBA CODE		
QUALITY ASSURANCE		
VOLLEYBALL		
LAWN TENNIS		
BADMINTON		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	03 December 2024

RECEIVED
OFFICE OF THE CHANCELLOR
VISAYAS STATE UNIVERSITY
CAGAYAN DE ORO

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

If YES, give details:

☐ 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:
RESIGNATION

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

If YES, give details:

☐ YES☒ NO

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.
Lynette C. Cimafranca	VSU Baybay City Leyte	
Lorina A. Galvez	VSU Baybay City Leyte	
Maria Zoraida A. Ibo	Santo Rosario Baybay City Leyte	

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

Government Issued ID: PRC

ID/License/Passport No.: 0011373

Date/Place of Issuance: JAN. 28, 2022/PRC-ORMOC

Signature (Sign inside the box)
03 December 2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 13 DEC 2024

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
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: February 17, 2022-to-Present
- Position: Instructor 1
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Dr. Lynette C. Cimafranca
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte

- Summary of Actual Duties

As a faculty: Responsible for teaching, and development of teaching materials which are target-specific approach depending as per student's course that are in-line with the applicable CMO. Ensuring that students not only understand the basic concept of the topic but also able to perform the task correctly with limited to no supervision.

As a laboratory head: Ensures that testing request are properly entertained, and customer satisfaction are of priority interest. Development of procedures appropriate to the client's specification. Ensuring as well that the safety of the personnel involved are of taken seriously.

- Duration: October 1, 2021-to-February 15, 2022
- Position: Administrative Aide I
- Name of Office/Unit: Water Production Department
- Immediate Supervisor: Engr. Cris Loreto
- Name of Agency/Organization and Location: Baybay City Water District, Baybay City, Leyte

- Summary of Actual Duties

Responsible for monthly, quarterly, and yearly water production and consumption reports submitted to LWUA Manila. Monitoring of daily water quality at different sampling points. Responsible for accounting and inventory of chemicals used for water disinfectant.

- Duration: March 29, 2021-to-July 21, 2021
- Position: Part-time Instructor
- Name of Office/Unit: College of Aquatic and Applied Life Sciences
- Immediate Supervisor: Mr. Jimmy E. Salamida
- Name of Agency/Organization and Location: Southern Leyte State University-Bontoc Campus, Brgy. San Ramon, Bontoc Southern Leyte

- Summary of Actual Duties

Responsible for teaching, and development of teaching materials which are target-specific approach depending as per student's course that are in-line with the applicable CMO for BS Fisheries and Marine Biology students during the pandemic.

- Duration: June 26, 2013-to-September 1, 2021
- Position: Senior Chemist / Radiation Protection Officer
- Name of Office/Unit: Chemical Department
- Immediate Supervisor: Mr. Irfan Siddique
- Name of Agency/Organization and Location: Omar Al Jazzar Consulting Engineers, Al Malaz District, Riyadh City, Kingdom of Saudi Arabia

- Summary of Actual Duties

Verification and cost analysis of testing method; physico-chemical analysis of material;

Calibration of testing instruments; Quality Control. Conducts site quality inspection, sampling, and assessment of designated work. Make independent decision as far the data are concern, sales and services with management. Accurate and timely reporting of results both internal and external regional branch client. Plan and design of branches site chemical lab. Responsible for and oversee the analyses of the following:

- Water: Government/Municipal Water – Ministry of Transport, Ministry of Health, SWCC, National Water Company (AWWA, USEPA). –
- Rock/Quarry Materials: ASTM C25, ASTM D146, ASTM C1271, etc. □ Wastewater / Sewerage Water
- Concrete materials: Sewage Treatment Plants, Drinking, Boilers, Agricultural, RO Plants, Laundry, and hospital process water. (Chemical properties of water, COD, BOD, DO, Solids-TS, TDS, TSS, MLSS, MLVSS, FS/VS, SS, SV30, SVI, etc according to APHA): Cement (ASTM C50, ASTM C114), Type of Cement (ASTM C50, BS 1881 Part 124), Admixture (ASTM C494), Aggregates (BS 812, ASTM C289, ASTM C40), and Water (ASTM) for concrete use.
- Pozzolan Materials: Micro Silica, Fly Ash (ASTM C 618, ASTM C114) □ Soils (BS 1377 Part 3): Agricultural, Construction
- Steel (ASTM C615) composition analysis using Optical Emission Spectrophotometer □ Raw Silica Material
- Heavy Metal Analysis: Suitability for Glass Manufacturing: AAS and UV-Vis spectrophotometer Techniques
- Sodium, Potassium, Lithium, and other Alkali metals analysis using Flame Spectrophotometer

- Duration: November 26, 2007-to-July 24, 2013
- Position: Quality Assurance Staff Supervisor
- Name of Office/Unit: Production Division
- Immediate Supervisor: Mr. Antonio R. Aunzo
- Name of Agency/Organization and Location: Hideco Sugar Milling Company Inc., Brgy. Montebello, Kananga Leyte

- Summary of Actual Duties

- Train analyst, technician, and staff on update and technical theory of sugar monitoring. Conducts analyst proficiency test.
- Initiate calibration of instruments, glassware, scales, etc.
- Collaborate and participate in internal quality audit on both production and administration.
- Ensure all procedures and functions performed within the laboratory adhere to the prescribed standard, methods, and protocols.
- Prepare the laboratory equipment and maintain stock of required chemicals and apparatus, necessary for every milling and refining season.
- Customized raw material analyses, evaluation, and product testing.
- Conduct and investigate various analytical research or study and applications related to final product quality improvement.
- Attended customer complaints, reviews, and recommends appropriate remedial action, and submits periodic report to the management.

- Duration: August 3, 2004-to-October 29, 2007
- Position: Raw Material Chemist
- Name of Office/Unit: Technical Department
- Immediate Supervisor: Ms. Lidia Duran
- Name of Agency/Organization and Location: Pulp Specialty Philippines Inc., Brgy. Tinaga-an, Albuera Leyte


- Summary of Actual Duties

Classify and rate abaca fiber raw materials as per government regulatory. Conducts strict inspection procedure for fiber materials and provide certification which saves company from

- Duration: *April 2002-to-August 2004*
- Position: *Sales Engineer*
- Name of Office/Unit: *Cooling Water Treatment*
- Immediate Supervisor: *Engr. Rudy Palad*
- Name of Agency/Organization and Location: *Zi-TechAsia (Pilipinas) Inc., Canduman, Mandaue City*

- Summary of Actual Duties

Responsible for the operation of Company in these geothermal plants. Conducts daily water analyses of cooling and reinjection well water. Provides corrective actions for the problem to Plant Manager, Engineer, and technical manager. Coordinates technical solutions to the concerns to extend the lifespan of materials and effectively reduce maintenance cost. Increases chemical sales generation and on time payment collection.


(Signature over Printed Name
of Employee/Applicant)

Date: 03 December 2024