

## 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	Ocañada		
FIRST NAME	Jemuel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Abellana		
3. DATE OF BIRTH (mm/dd/yyyy)	09/04/1993	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 City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	A. Tavera St., House/Block/Lot No.    Street Poblacion Zone 15 Subdivision/Village    Barangay BAYBAY    LEYTE City/Municipality    Province ZIP CODE    6521
7. HEIGHT (m)	1.71	18. PERMANENT ADDRESS	House/Block/Lot No.    Street Subdivision/Village    Barangay City/Municipality    Province ZIP CODE    6521
8. WEIGHT (kg)	99.00	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	A+	20. MOBILE NO.	975-154-2160
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	jemuel.ocanada@vsu.edu.ph
11. PAG-IBIG ID NO.	121130178904		
12. PHILHEALTH NO.	130252516284		
13. SSS NO.	0638500675		
14. TIN NO.	459282473		
15. AGENCY EMPLOYEE NO.	V02032		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Ocañada	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ana Lea	Juvann Anthon O. Ocañada	05/11/2020
MIDDLE NAME	Oraño	Juhann Anthon O. Ocañada	05/11/2020
OCCUPATION	Branch Associate		
EMPLOYER/BUSINESS NAME	EUPI-PPS		
BUSINESS ADDRESS	Puerto Princesa Palawan		
TELEPHONE NO.	09651338384		
24. FATHER'S SURNAME	Ocañada		
FIRST NAME	Edgardo		
MIDDLE NAME	Gomez		
25. MOTHER'S MAIDEN NAME	Cruza		
SURNAME	Ocañada		
FIRST NAME	Flora		
MIDDLE NAME	Abellana	(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 Central School	Elementary	1999	2005	GRADUATED	2005	N/A
SECONDARY	Baybay National High School	High School	2005	2009	GRADUATED	2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2009	2014	GRADUATED	2014	N/A
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2022	PENDING	18	MA	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	12/04/2023
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[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.

23	INCLUDE DATES				SALARY/ JOB/	
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/18/2023
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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			
	Mental Health: Challenge to Everyone	10/15/2023	10/15/2023	3	Technical	The College of Maasin
	"The Rice Crisis: Smuggling and Hoarding"	10/14/2023	10/14/2023	3	Technical	The College of Maasin
	Navigating Work Ethics: Discussions on Integrity, Values, and Professionalism	09/24/2023	09/24/2023	3	Technical	The College of Maasin - College Colloquium
	Risk Assessment Training	09/11/2023	09/12/2023	16	Technical	Office of the Vice President for Planning, Resource Generation and Auxiliary Services, Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	4	Technical	Visayas State University
	Training on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations	08/22/2023	08/24/2023	24	Technical	Visayas State University
	Disaster Risk Reduction, and Management Planning	11/08/2022	11/11/2022	24	Technical	Office of the Civil Defense Region 8
	Managing Government Records and Human Resource Information System	10/26/2022	10/28/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation and Re-orientation of Security Guards Duties and Responsibilities and Incident Blotter Writing	09/14/2022	09/14/2022	8	Technical	OFFICE OF THE HEAD FOR GENERAL SERVICES
	Community-Based Disaster and Risk-Reduction Management (CBDRM) - Training (F2F)	06/04/2022	06/04/2022	8	Technical	Philippine KOICA Fellow Association Inc. (PHILKOFA)
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	VSU Chief Legal Officer
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	Quality Assurance Center, Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	Digital Jobs Ph	09/03/2019	11/05/2019	96	Technical	DICT - Baybay City, Leyte

(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)
	Photography		N/A		N/A
	Photo editing				
	Photoshop				

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	12/04/2023
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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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court? ☐ 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)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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? ☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No \_\_\_\_\_

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
Dario P. Lina	Apartment 16 Kilbourne St. Brgy. Pangasugan VSU	09982431991
Joann C. Rapada	Baybay City, Leyte	09958871657
Thelma C. Zafra	30 de Diciembre St. Baybay City, Leyte	09173065494

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: **TIN**

ID/License/Passport No.: **459282473**

Date/Place of Issuance: **10/21/2014 / Ormoc City, Leyte**

Signature (Sign inside the box)

Date accomplished: **12/18/2023**

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **DEC 22 2023** at **CITY OF BAYBAY, PROVINCE OF LEYTE** by **EDUARDO G. BUTAWAN**, Notary Public for the Province of Leyte, City of Baybay, Notarial Commission No. B-22-06-06, Until December 31, 2023, PTR No. BC0113706 issued on Jan. 3, 2023, IBP No. O. R. No. 057239 issued on Jan. 2, 2023, MCLE CODE: 10008593-Valid until April 30, 2024, Person Administering Oath: **Notary's Roll No. 12391**

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TIN No. 207-628-029

R. Magsaysay Avenue, Baybay City Leyte



## 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: January 3, 2022 – Present
- Position: Administrative Aide III / dDRC
- Name of Office/Unit: UDRRMSSO
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University-Main Campus
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Draft communication letters, proposal, training design and other pertinent documents;
  - Update HRIS account of admin personnel and keep track of all their 201 files;
  - Coordinate with government agencies for security and safety purposes of VSU events;
  - Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2<sup>nd</sup> Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
  - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
  - Prepared, sorted and filed documents for ISO certification.
  - Filed and retrieved communications, security guard detail, memos and other docs.;
  - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
  - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
  - Photocopied, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
  - Maintained cleanliness and orderliness of the office and reception area and performed messengerial jobs as the need arises; and
  - Performed other tasks assigned by the department head and faculty;
  - Answer inquiries and calls from concerned offices / individuals
  - Make ID's of VSU residents and helpers.
  - Issuing, maintaining, retrieving and controlling controlled documents
  - Assigning of document numbers and other coding controls for document coordination with the DRC
  - Coordinate with and inform relevant personnel on any changes; and
  - Ensuring the implementation of the control of records



- Duration: March 5, 2020 – December 31, 2021
- Position: Administrative Aide I / dDRC
- Name of Office/Unit: University Disaster and Risk-Reduction Management Office
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University – Main Campus
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2<sup>nd</sup> Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
  - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
  - Prepared, sorted and filed documents for ISO certification.
  - Filed and retrieved communications, security guard detail, memos and other official documents;
  - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
  - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
  - Photocopied, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
  - Maintained cleanliness and orderliness of the office and reception area and performed messengerial jobs as the need arises; and
  - Performed other tasks assigned by the department head and faculty;
  - Answer inquiries and calls from concerned offices / individuals
  - Make ID's of VSU residents and helpers.
  - Issuing, maintaining, retrieving and controlling controlled documents
  - Assigning of document numbers and other coding controls for document coordination with the DRC
  - Coordinate with and inform relevant personnel on any changes; and
  - Ensuring the implementation of the control of records

- Duration: November 27, 2014 – May 7, 2018
- Position: Branch Associate
- Name of Office/Unit: Palawan Pawnshop
- Immediate Supervisor: Armel M. Gonzaga
- Name of Agency/Organization and Location: Eight Under Par Inc. (Pawnshop Operator)
  
- List of Accomplishments and Contributions (if any)
  - Conduct Marketing for new products and services offered
  - Attended several workshops in relation to the pawnshop operations
  
- Summary of Actual Duties
  - Serves as branch teller/branch manager
  - Acting as vault custodian, safekeeping of assigned branch keys and assisting branch daily
  - Appraise and accept pawns per corporate directives
  - Oversee branch performance, market standing and updates on competition
  - Manage funds, approving the cash flow report and assuring payment for utilities, supplies and company equipment required for smooth operations
  - Secure and update necessary government permits and comply with all government regulations
  - Handle customer complaints
  - Receive and disburse money to customers, reconcile and tally the actual cash on hand
  - Record all branch transactions accurately, issue official receipts for branch transactions and maintain books and ledger using best accounting practices
  - Perform bank transactions and fund transfers using proper security procedures
  - Cate all remittance transactions-PEPP and auxiliary businesses (e-loading, bills payment, suki card registration and protektodo), as well as corporate promotion

  
JEMUEL A. OCANADA

(Signature over Printed Name  
of Employee/Applicant)

Date: 12/15/23