

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. N/A

I. PERSONAL INFORMATION

2. SURNAME	POSAS		
FIRST NAME	JIMBO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SORIA		
3. DATE OF BIRTH (mm/dd/yyyy)	7/21/1994	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	Baybay City, Leyte, Philippines	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	N/A House/Block/Lot No. Street Purok Sunflower Marcos Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.8 m	ZIP CODE	6521
8. WEIGHT (kg)	76kg		
9. BLOOD TYPE	O*	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street Purok Sunflower Marcos Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-4586-9210		
12. PHILHEALTH NO.	13-050171858-1		
13. SSS NO.	06-3692946-1	19. TELEPHONE NO.	None
14. TIN NO.	478-087-209	20. MOBILE NOs.	Smart: 09199807740
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	posasjimbo@vsu.edu.ph


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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Posas		N/A	N/A
FIRST NAME	Pelagio	Jr.	N/A	N/A
MIDDLE NAME	Paloma		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Soria		N/A	N/A
FIRST NAME	Socorro		N/A	N/A
MIDDLE NAME	Nayre		(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	Marcos Primary School	Primary Education	2000	2004	Graduated	2007	2nd Honorable Mention
	San Agustin Elementary School		2005	2007			
SECONDARY	Bunga National High School	High School	2007	2011	Graduated	2011	N/A
VOCATIONAL/TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2011	2015	Graduated	2015	N/A
GRADUATE STUDIES	Visayas State University	Master of Management major in Agribusiness Management	2016	2019	Graduated	2019	N/A


(Continue on separate sheet if necessary)

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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
	Career Service Professional/Second Level Eligibility	83.87%	8/7/2022	Saint Joseph College, Maasin City, Southern Leyte	N/A	N/A
	Driver's License (DL)	N/A	7/16/2024	LTO-Baybay District Office	H12-16-002554	7/21/2034
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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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
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
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			
	Training Workshop on Root Cause Analysis	11/13/2024	11/13/2024	8 hrs	Technical	Visayas State University-Main Campus
	In-house Seminar-Workshop on Basic Records and Achives Management	7/30/2024	7/31/2024	16 hrs	Technical	Visayas State University-Main Campus
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University Personnel	7/29/2024	7/29/2024	8 hrs	Technical	Visayas State University-Main Campus
	Sparkling Spaces: Mastering the Art of Housekeeping	5/22/2024	5/22/2024	8 hrs	Technical	Visayas State University-Main Campus
	Shaping Culture: Embracing Values for Productive Workplace Performance	5/15/2024	5/15/2024	8 hrs	Technical	Visayas State University-Main Campus
	Financial Transactions Forum	3/20/2024	3/20/2024	8 hrs	Technical	Visayas State University-Main Campus
	Orientation of Guidelines and Procedures on Processes/Services under ASO	2/23/2024	2/23/2024	8 hrs	Technical	Visayas State University-Main Campus
	Human Resource Information System (HRIS) Software Onboarding	12/6/2023	12/6/2023	8 hrs	Technical	Visayas State University-Main Campus
	Unlocking Excellence: The 5S Revolution for Clerks & Heads at VSU	11/29/2023	11/29/2023	8 hrs	Technical	Visayas State University-Main Campus
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8 hrs	Technical	Visayas State University-Main Campus
	"Layo na, pero layo pa: Conversation on Creating a Gender-Equal and Socially-Inclusive University"	3/8/2023	3/8/2023	8 hrs	Technical	Gender Resource Center, Visayas State University-Main Campus
	Orientation/Re-orientation of Duties and Responsibilities of dDRc & AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	9/7/2022	9/7/2022	8 hrs	Technical	Visayas State University-Main Campus
	ISO 9001:2015 Awareness/Re-awareness Seminar	8/30/2022	8/31/2022	16 hrs	Technical	Visayas State University-Main Campus
	Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/21/2022	16 hrs	Technical	Visayas State University-Main Campus
	Virtual Data Privacy Act of 2012 Awareness Seminar	4/07/2022	4/07/2022	8 hrs	Technical	Visayas State University-Main Campus
	Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	6/28/2022	6/28/2022	8 hrs	Technical	Visayas State University-Main Campus
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8 hrs	Technical	Office of the Director for Human Resource Management, Visayas State University-Main Campus
	Economic and Financial Learning Program (EFLP) - Personal Equity and Retirement Account (PERA)	6/16/2021	6/16/2021	4 hrs	Technical	Bangko Sentral ng Pilipinas
	2021 Freedom of Information Transparency Legacy Digital Lecture Series Series 2-Legal Lens: Legal Foundations of Freedom of Information	6/9/2021	6/9/2021	8 hrs	Technical	FOI Transparency Training Team, Freedom of Information-Project Management Office
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	3/5/2021	3/5/2021	1.5 hrs	Technical	College of Management and Economics, Visayas State University-Main Campus
	Control Your Records before They Control You: The Basics of Records Management and Records Control	1/27/2021	1/27/2021	8 hrs	Technical	Department of Science and Technology, Science and Technology Information Institute (DOST-STII)
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8 hrs	Technical	Visayas State University-Main Campus
	Cyber Security Training	12/18/2019	12/19/2019	16 hrs	Technical	Human Resource Management Information System (HRMIS), Visayas State University- Main



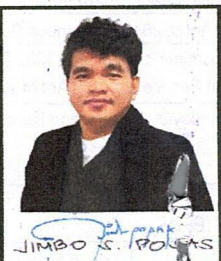


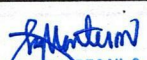
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Advanced computer skills, Clerical skills	N/A			Visayas State University Alumni Association
	Effective & efficient records management skills	N/A			N/A
	Effective time management skills	N/A			N/A
	Competent with good work ethic	N/A			N/A

(Continue on separate sheet if necessary)

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<p>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,</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 answer the following items:</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: 40%;">NAME</th><th style="width: 40%;">ADDRESS</th><th style="width: 20%;">TEL. NO./Mobile</th></tr></thead><tbody><tr><td>Ms. Maria Roberta S. Mirafior</td><td>VSU, Baybay City, Leyte</td><td>9176341528</td></tr><tr><td>Dr. Analita A. Salabao</td><td>VSU, Baybay City, Leyte</td><td>9235191103</td></tr><tr><td>Dr. Nilda T. Amestoso</td><td>VSU, Baybay City, Leyte</td><td>None</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO./Mobile	Ms. Maria Roberta S. Mirafior	VSU, Baybay City, Leyte	9176341528	Dr. Analita A. Salabao	VSU, Baybay City, Leyte	9235191103	Dr. Nilda T. Amestoso	VSU, Baybay City, Leyte	None			
NAME	ADDRESS	TEL. NO./Mobile														
Ms. Maria Roberta S. Mirafior	VSU, Baybay City, Leyte	9176341528														
Dr. Analita A. Salabao	VSU, Baybay City, Leyte	9235191103														
Dr. Nilda T. Amestoso	VSU, Baybay City, Leyte	None														
<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 colspan="2">Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Driver's License</td></tr><tr><td>ID/License/Passport No.:</td><td>H12-16-002554</td></tr><tr><td>Date/Place of Issuance:</td><td>LTO-Baybay District Office</td></tr></table>	Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Driver's License	ID/License/Passport No.:	H12-16-002554	Date/Place of Issuance:	LTO-Baybay District Office	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 60px; text-align: center; vertical-align: middle;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">2/3/2025</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	2/3/2025	Date Accomplished	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>PHOTO</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>Right Thumbmark</p>
Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)																
PLEASE INDICATE ID Number and Date of Issuance																
Government Issued ID:	Driver's License															
ID/License/Passport No.:	H12-16-002554															
Date/Place of Issuance:	LTO-Baybay District Office															
																
Signature (Sign inside the box)																
2/3/2025																
Date Accomplished																
<p>SUBSCRIBED AND SWORN to before me this <u>07 FEB 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; margin: 0 auto; padding: 5px; text-align: center;"> ATTY. KAREN MEGAIL S. MONTERON VSU Director, Legal Affairs and Services Person Administering Oath</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.

Duration: 1 August 2019- 2 February 2025

Position: Data Entry Machine Operator II

Name of Office/Unit: Records Management and Archives (RMA)

Immediate Supervisor: Maria Roberta S. Mirafior, Head RMA

Name of Agency/Organization and Location: Visayas State University (VSU)-Main Campus, Baybay City, Leyte

• List of Accomplishments and Contributions (if any):

- Maintained the Electronic Records System/database of RMA and provided efficient & effective records management services relative to safekeeping, preservation and storage of electronic records and documents;
- Digitized human resource documents, archival/permanent records and other vital records of the University and migrated the same to the e-Records system/database of RAO
- Created and updated the back-up files on the Network-attached storage (NAS) and on the external hard drive as additional data back-up of the office;
- Rendered efficient records reference services to all clients.
- Performed diligently my duties and responsibilities as Deputy Document and Records Controller (dDRC) within the unit assigned by:
 - a. issued, maintained, retrieved and controlled all documents of the office;
 - b. assigned documents with control numbers and other coding controls for document in coordination with the dDRC;
 - c. ensured the implementation of the control of records; and
 - d. prepared and organized all documented information of the office;

• Summary of Actual Duties:

- Handles the Electronic Records System of RMA and provides proper records management relative to safekeeping, preservation and storage of electronic records and documents;
- Responsible for the digitization of vital records and documents of the University;
- Renders records reference services & responds on requests for information/records;
- Performs other tasks to make the e-Records System fully operational;
- Retrieves and reproduces requested documents per approved request for information/records;
- Assists in the annual records inventory & appraisal from the various offices of VSU based on agency RDS & GRDS;
- Acts as Deputy Document and Records Controller (dDRC) for the office; and
- Performs other functions that may be assigned by the immediate supervisor from time to time.


JIMBO S. POSAS

(Signature over Printed Name
of Employee/Applicant)

February 3, 2025