

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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. JCS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION


2. SURNAME	Godoy		
FIRST NAME	Jerome	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Galvez		
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1983	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		
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	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.70	ZIP CODE	6521
8. WEIGHT (kg)	72.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	525-0140
13. SSS NO.	N/A	20. MOBILE NO.	09164482559
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	jerome.godoy@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00932		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Godoy		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dina Joy	NAME EXTENSION (JR., SR)	Jollian Jed Gabriel B. Godoy	02/02/2018
MIDDLE NAME	Braca			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Godoy			
FIRST NAME	Romulo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pancito			
25. MOTHER'S MAIDEN NAME	Anita P. Galvez			
SURNAME	Godoy			
FIRST NAME	Anita			
MIDDLE NAME	Galvez		(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	Hibunawan Elementary School	Elementary	1990	1996		1996	
SECONDARY	Visca Laboratory High School	High School	1996	2000		2000	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Southern Leyte State University	Bachelor of Science in Industrial Technology	2000	2004		2004	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	12/14/2022



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	12/14/2022
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23	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

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

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 Repair	N/A	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Driving two/four wheels vehicles		

<b>SIGNATURE</b>		<b>DATE</b>	12/14/2022
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12/14/2022



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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Louella C. Ampac	VSU, BAYBAY, LEYTE	09715423297
Erlinda S. Esguerra	VSU, BAYBAY, LEYTE	09176341538
Sean O. Villagonzalo	VSU, BAYBAY, 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.



JEROME GODOY



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: DL
ID/License/Passport No.: H0394000678
Date/Place of Issuance: 01/11/2019 / Baybay City, Leyte

Signature (Sign inside the box)
12/14/2022
Date Accomplished

SUBSCRIBED AND SWORN to before me this <u>25 JAN 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div> ATTY. RYSA L. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>	



## WORK EXPERIENCE SHEET

- Duration: August 1, 2016 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Information and Communications Technology Management Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Network cabling installation, repair, and maintenance.
- Network monitoring and management of wifi services.
- Repair and maintenance of computers, and other AV equipment.
- Assist in Live streaming and video coverage.

- Duration: January 1, 2015 – July 31, 2016
- Position: Computer Maintenance Technician (JO)
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Assist in network cabling installation, repair, and maintenance.
- Repair and maintenance of computers and other AV equipment.
- Assist in the maintenance, monitoring and management of wifi services.

  
JEROME G. GODOY

(Signature over Printed Name  
of Employee/Applicant)

Date: 12/14/2022