

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	VILLARUEL		
FIRST NAME	JENZEN JHON	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MANAGBANAG		
3. DATE OF BIRTH (mm/dd/yyyy)	January 10, 1990	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: Philippines
4. PLACE OF BIRTH	Manila	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: <input type="checkbox"/> Separated		
7. HEIGHT (m)	176	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay Baybay Leyte City/Municipality Province
8. WEIGHT (kg)	75kg	ZIP CODE	
9. BLOOD TYPE	"A+"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Pangasugan Baybay Barangay City/Municipality Leyte Province
10. GSIS ID NO.	021-3061-6763-3	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1211-0056-4035	19. TELEPHONE NO.	NONE
12. PHILHEALTH NO.	03-050847343-1	20. MOBILE NO.	09655708895 TM, 09300200300 SMART
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	jenzenjhonvillaruel@gmail.com
14. TIN NO.	317-530-223		
15. AGENCY EMPLOYEE NO.	V01138		

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)	KHIEL KYRIE T. VILLARUEL	Aprl 02, 2013
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ULBORA			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VILBAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLARUEL			
FIRST NAME	ANNA LIZA			
MIDDLE NAME	MANAGBANAG			

(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1996	2002	GRADUATED	2002	NONE
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	SECONDARY EDUCATION	2002	2006	GRADUATED	2006	NONE
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 ANIMAL SCIENCE	2007	2007	1st semester		
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

V. WORK EXPERIENCE

(Continue on separate sheet if necessary)

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.			
28.	INCLUSIVE DATES		

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

012-15-2022

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(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


[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)
DRIVING SKILLS	CERTIFICATE OF APPRECIATION FOR ACTIVELY SERVING AS FACILITATOR ON FIRE AND EARTHQUAKE DRILL HELD ON NOVEMBER 19, 2016 AT THE DEPARTMENT OF CONSUMER & HOSPITALITY MANAGEMENT (DCHM)	KNIGHTS OF COLUMBUS
COMPUTER SKILLS		
BASKETBALL SKILLS	CERTIFICATE OF RECOGNITION FOR HELPING AND ASSISTING THE BAYBAY CITY FIRE STATION PERSONNEL IN THE SUPPRESSION OPERATION DURING FIRE EMERGENCY AT BRGY. SABANG, BAYBAY CITY, LEYTE ON APRIL 06, 2018	
	CERTIFICATE OF RECOGNITION FOR HELPING AND ASSISTING THE BAYBAY CITY FIRE STATION PERSONNEL IN THE SUPPRESSION OPERATION DURING FIRE EMERGENCY AT BRGY. MARCOS, BAYBAY CITY, LEYTE ON APRIL 09, 2018	

(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

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:

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.
HON. DEXTER MAGAN	BRGY. PANGASUGAN, BAYBAY CITY	+639753804045
MS. MATET DE LA PEÑA	BRGY. PANGASUGAN, BAYBAY CITY	+639265267684
MS. OFELIA M. AMANCIO	CROSSING MAHAPLAG, LEYTE	+639072918166

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: Driver's License

ID/License/Passport No.: H12-13-002166

Date/Place of Issuance: 05/20/2019

Signature (Sign inside the box)

12-15-2022

Date Accomplished

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. RYSME E. GUINOCOR
VSO Civil 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 for.

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 starting with the most recent/present employment

- Duration: February 18, 2019 - Present
 - Position: Casual
 - Name of Office/Unit: OUDRRM
 - Immediate Supervisor: Julius V. Abela
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Fire Fighting Training
 - Summary of Actual Duties
 - Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.
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- Duration: July 1, 2015 – February 17, 2019
 - Position: Job Order
 - Name of Office/Unit: Security Office
 - Immediate Supervisor: Celso Gumaod
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.


JENBEN JHON M. VILLARBUS
 (Signature over Printed Name
 of Employee/Applicant)

Date: 12-07-2022