

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 () ☐ 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	BANZON		
FIRST NAME	JOAN ROSEMARIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABERCA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/11/1984	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.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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:		
7. HEIGHT (m)	1.63 m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK 3 CAGBUHANGIN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	55 kg	ZIP CODE	6541
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK 3 CAGBUHANGIN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	84111000076	ZIP CODE	6541
11. PAG-IBIG ID NO.	1700-0030-1404		
12. PHILHEALTH NO.	13-000073896-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	943-258-060	20. MOBILE NO.	09551123870
15. AGENCY EMPLOYEE NO.	V00570	21. E-MAIL ADDRESS (if any)	jbanzon@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BANZON		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JUN CARLO	NAME EXTENSION (JR., SR)	CRYSTAL RAVEN A. BANZON	09/07/2007
MIDDLE NAME	PELAYO		CARLOS SANTINO A. BANZON	04/09/2011
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	ORMOC CITY LGU			
BUSINESS ADDRESS	ORMOC CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ABERCA			
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BETONIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VIRLY			
FIRST NAME	JOSEPHINE KATHLEEN			
MIDDLE NAME	ZAPANTA			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ELEMENTARY	1991	1997	N/A	1997	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	SECONDARY	1997	2001	N/A	2001	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	AMA COMPUTER COLLEGE	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2001	2005	N/A	2005	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	2017	2024	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2025
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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
	CAREER SERVICE PROFESSIONAL	80.5	October 17, 2010/ January 26, 2011	EVSU Tacloban City / LNU Tacloban City		

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	SCHOOL CREDITS EVALUATOR	VISAYAS STATE UNIVERSITY	27,000	11-1	Permanent	Y
08/01/2021	31/12/2022	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	16,200	06-1	Permanent	Y
01/01/2020	31/07/2021	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	13,807	04-2	Permanent	Y
01/01/2019	31/12/2019	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	13,214	04-2	Permanent	Y
01/01/2018	31/12/2018	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,674	04-2	Permanent	Y
01/01/2017	31/12/2017	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,155	04-1	Permanent	Y
03/01/2016	31/12/2016	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	11,658	04-1	Permanent	Y
01/01/2016	29/02/2016	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	10,985	04-1	Permanent	Y
03/01/2015	12/31/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,505	03-2	Permanent	Y
06/01/2012	02/28/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,401	03-1	Permanent	Y
03/01/2012	05/31/2012	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	9,628	03-1	Permanent	Y
01/01/2012	02/28/2012	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	11,062	N/A	Casual	Y
01/01/2011	12/31/2010	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10,133	N/A	Casual	Y
07/01/2008	12/31/2009	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	9,204	N/A	Casual	Y
07/01/2007	06/30/2008	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	8,367	N/A	Casual	Y
08/16/2006	06/30/2007	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	7,606	N/A	Casual	Y
11/16/2005	08/15/2006	ADMINISTRATIVE AIDE	VISAYAS STATE UNIVERSITY	4,000	N/A	Job Order	Y
09/01/2005	11/15/2005	ASSISTANT MANAGER	AQUA SERV REFILLING STATION	3,000	N/A	N/A	N
07/01/2005	09/30/2005	TRAINEE	GLOBELINES TELECOM	N/A	N/A	N/A	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2025
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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				

(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)

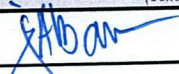
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (full)	(Write in full)
		From	To				
	ISO Awareness and Re-awareness Seminar	09/09/24	09/09/24	4.0	Instruction	Visayas State University	
	Attaining Work-Life Balance and Productivity	07/09/24	07/12/24	32.0	Technical	Personnel Officers Association of the Philippines, Inc.	
	Unlocking Excellence: The 5s Revolution for Clerks and Heads	11/29/23	11/29/23	4.0	Technical	Visayas State University	
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	08/15/23	08/17/23	24.0	Technical	National Archives of the Philippines	
	Mental Health Wellness Seminar	04/25/23	04/25/23	3.0		Visayas State University	
	Orientation and Re-Orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	02/09/23	02/09/23	4.0	Instruction	Visayas State University	
	Re-Orientation on the Documentary Requirements for Financial and Administrative Transactions	12/06/22	12/06/22	4.0	Instruction	Visayas State University	
	Re-orientation on the Guidelines in Filling Up of the SALN	11/28/22	11/28/22	8.0	Instruction	Visayas State University	
	Training-Workshop on Root Cause Analysis	11/17/22	11/17/22	8.0	Technical	Visayas State University	
	Provincial Data Appreciation Seminar on Selected Official Statistics and Awareness on Civil Registration, and Philippine Identification System	10/18/22	10/18/22	4.0	Instruction	Philippine Statistics Authority, Tacloban City, Leyte	
	Seminar-workshop on the Establishment of Records Center and Archival Systems	09/13/22	09/15/22	24.0	Technical	National Archives of the Philippines	
	Orientation and Re-Orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/22	09/07/22	4.0	Instruction	Visayas State University	
	ISO Awareness and Re-awareness Seminar	08/31/22	08/31/22	3.0	Instruction	Visayas State University	
	Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, College Hotline Agents	08/25/22	08/25/22	8.0	Instruction	Visayas State University	
	Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	06/28/22	06/28/22	8.0	Technical	Visayas State University	
	Awareness Webinar on Data Privacy Act of 2012	04/07/22	04/07/22	8.0	Technical	Visayas State University	
	Re-Orientation Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Date Sheet	02/22/22	02/22/22	4.0	Technical	Visayas State University	
	Orientation and Re-Orientation of the Internal Documented Information	02/15/22	02/15/22	4.0	Technical	Visayas State University	
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	02/03/22	02/03/22	8.0	Technical	Visayas State University	
	Panel Discussion on Voter Education and Mental Health "Let's Vote for Mental Health!"	10/08/21	10/08/21	4.0	Instruction	Philippine Mental Health Association Inc.	
	Heart2Speak Lite: A Strengths-Based Approach on Dealing with Challenges in Life and at Work	09/21/21	09/21/21	4.0	Instruction	Visayas State University	
	Exercises for Obesity Prevention and Reduction	09/17/21	09/17/21	3.0	Instruction	Visayas State University	
	Dietary Approaches to Combat Obesity	09/15/21	09/15/21	3.0	Instruction	Visayas State University	
	1st General Assembly of Region VIII CHED Scholarships for Graduate Studies-Local Scholars' Association (R8 CHED SGS-LSA)	09/01/21	09/01/21	2.0	Instruction	Commission on Higher Education Region VIII	
	Records Management Including HR Records	07/14/2021	07/16/2021	24.0	Management	Personnel Officers Association of the Philippines, Inc.	
	Workplace Webinar 3 - Mental Health: Myths and Facts	06/27/2021	06/27/2021	3.0	Instruction	Department of Business and Management, Visayas State University	
	Personal Equity and Retirement Account	16/06/2021	16/06/2021	3.0	Instruction	Economic and Financial Learning Office, Bangko Sentral ng Pilipinas	
	Personal Financial Management	15/06/2021	15/06/2021	3.0	Management	Economic and Financial Learning Office, Bangko Sentral ng Pilipinas	
	Coronavirus vaccine: Are you willing to take the shot?	23/02/2021	23/02/2021	2.0	Instruction	Department of Biotechnology and University Services for Health, Emergency and Rescue, Visayas State University	
	Is COVID Vaccine Right For You?	23/02/2021	23/02/2021	1.5	Instruction	University of the Philippines Los Baños	
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	05/03/2021	05/03/2021	2.5	Instruction	College of Management and Economics, Visayas State University	
	Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	24.0	Management	Civil Service Commission	
	ISO 9001:2015 Awareness and Re-awareness Webinar	11/27/2020	11/27/2020	4.0	Clerical	Office of the President Visayas State University	
	HRMIS Webinar on Document Tracking System	11/13/2020	11/13/2020	3.0	Clerical	Office of the VP for Administration and Finance Visayas State University	
	Strategic Marketing for Inclusive and Sustainable Agribusiness	03/25/2018	03/25/2018	4.0	Management	Department of Business and Management, Visayas State University	
	Creating, Managing, and Distributing Wealth: Leading the Innovation Challenge	02/16/2018	02/17/2018	16.0	Management	SBE - International Conference on Business and Economy	
	Strengthening the Management Practices of Barangay Hipusngo Farmer's and Fisherfolks Association (BAHIFFA)	10/08/2017	10/08/2017	4.0	Management	Department of Business and Management, Visayas State University	
	Scholarships for Graduate Studies (SGS)-Higher Education Institution Information Session	02/24/2017	02/24/2017	8.0	Clerical	Commission on Higher Education Region VIII	
	Re-orientation of Department Office Secretaries	11/15/2016	11/15/2016	4.0	Clerical	Visayas State University	
	Orientation-Workshop on AY 2016-2017 HEMIS Data Collection using the CHED Electronic Collection and Knowledge (CHECK) System	09/09/2016	09/09/2016	4.0	Technical	Commission on Higher Education Region VIII	
	Orientation on AY 2013-2014 CHED HEMIS Data Collection and Knowledge Systems (CHECK System)	07/25/2013	07/25/2013	8.0	Technical	Commission on Higher Education Region VIII	

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

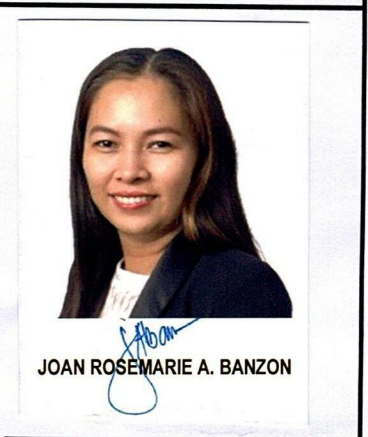
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	MS OFFICE - WORD, EXCEL, POWERPOINT		N/A		N/A
	COOKING and BAKING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2025
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

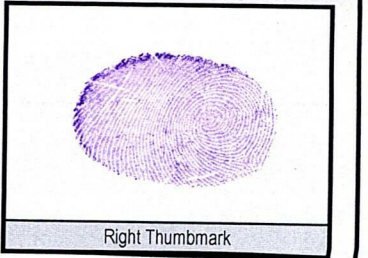
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
RAYMUND M. IGCASAMA	VSU, Baybay City, Leyte	565-0600
PACIENCIA P. MILAN	Baybay City, Leyte	09484992730
MARWEN A. CASTAÑEDA	VSU, Baybay City, Leyte	09425321981
42. I declare under oath that 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.		



JOAN ROSEMARIE A. BANZON

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: VSU ID
ID/License/Passport No.: V000570
Date/Place of Issuance: November 12, 2012/VSU Baybay City, Leyte

Signature (Sign inside the box)
Date Accomplished: 4/25/25



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 MAY 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON VSU Director, Legal Affairs and Services
Person Administering Oath

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 1, 2023 – present
- Position: School Credits Evaluator
- Name of Office/Unit: University Registrar
- Immediate Supervisor: Raymund M. Igcasama
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Checks and validates Certificate of Registration (COR) of assigned courses.
 - Coordinate with the Admission's Office regarding enrolment concerns.
 - Prepares list of candidates for graduation.
 - Monitors and update student of their deficiencies.
 - Determine, re-compute and prepare list of candidates for latin honors of assigned courses.
 - Checks entries in the TOR and diploma of graduating students.
 - Complies verification request of students and alumni as requested by employment.
 - Evaluate records and accredit units earned by transferees.
 - Checks and evaluates continuing students of assigned courses.
 - Files documents (Registration Forms, COR, Transfer Credentials, PSA-BC, PSA-MC, PCW, RPCW, Readmission, Nomination/change of GAC, change of graduate status, approved LOA, application for graduation, approval sheet, comprehensive/final exam result, etc.)
 - Checks and countersigns dropping form, clearance, readmission, PCW, RPCW, thesis outline, approved LOA, change of major/minor field.
 - Consults and coordinates with departments regarding student matters.
 - Prepares permanent records of new students and files enrolment forms and other pertinent documents.
 - Facilitates, prepares, and process requests for correction of name / personal data in school records.
 - Prepares and issues Transcript of Records (TOR) and certifications.
 - Prepares and issues follow-up request for student credentials.
 - Facilitates information queries/requests (in consideration with Data Privacy Act, FOI, VSU Code and Standards).
 - Assists in the enforcement of academic policies and regulations.
 - Secures integrity and confidentiality of records
 - Complies and adhere to the ISO 9001:2015 standards.
 - Procures office supplies (petty cash)
 - Maintains records on office expenses, supplies and equipment.


JOAN ROSEMARIE A. BANZON

(Signature over Printed Name
of Employee/Applicant)

Date: May 13, 2025