

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	Jadina		
FIRST NAME	Beatriz	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Cuevas		
3. DATE OF BIRTH (mm/dd/yyyy)	05/21/1963	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A-	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	1
14. TIN NO.	N/A	20. MOBILE NO.	1
15. AGENCY EMPLOYEE NO.	V00271	21. E-MAIL ADDRESS (if any)	beatriz.jadina@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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A		(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	Hipusngo Community School	Elementary	1970	1976		1976	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1976	1980		1980	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1980	1984		1984	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Soil Science	1985	1996		1996	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/04/2023		

Attachment A

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			
	GRADUATE STUDIES	University of the Philippines at Los Baños	Doctor of Philosophy in Nursing Science	2005	2010		2010	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		05/04/2023		

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	
	N/A		N/A	N/A	N/A	N/A	N/A	
	(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		Professor VI	Visayas State University	170,166.00	29-2	Permanent	Y
07/01/2022		Professor VI	Visayas State University	167,015.00	29-2	Permanent	Y	
01/01/2022		Professor VI	Visayas State University	164,332.00	29-1	Permanent	Y	
01/01/2021		Professor VI	Visayas State University	161,231.00	29-1	Permanent	Y	
01/01/2020		Professor VI	Visayas State University	158,131.00	29-1	Permanent	Y	
07/01/2019	12/31/2019	Professor VI	Visayas State University	155,030.00	29-1	Permanent	Y	
01/01/2019		Professor IV	Visayas State University	121,411.00	27-1	Permanent	Y	
01/01/2018	12/31/2018	Professor IV	Visayas State University	102,910.00	27-1	Permanent	Y	
11/02/2017	12/31/2017	Professor IV	Visayas State University	87,229.00	27-1	Permanent	Y	
03/01/2017	11/01/2017	Associate Professor V	Visayas State University	58,310.00	23-1	Permanent	Y	
01/01/2017	02/28/2017	Associate Professor IV	Visayas State University	52,783.00	22-1	Permanent	Y	
01/01/2016	12/31/2016	Associate Professor IV	Visayas State University	47,448.00	22-1	Permanent	Y	
01/01/2015	12/31/2015	Associate Professor IV	Visayas State University	42,652.00	-	Permanent	Y	
10/28/2014	12/31/2014	Associate Professor III	Visayas State University	39,927.00	-	Permanent	Y	
06/01/2012	10/27/2014	Associate Professor III	Visayas State University	39,493.00	-	Permanent	Y	
10/28/2011	05/31/2012	Associate Professor III	Visayas State University	35,219.00	-	Permanent	Y	
06/01/2011	10/27/2011	Associate Professor II	Visayas State University	32,810.00	-	Permanent	Y	
06/24/2010	05/31/2011	Associate Professor II	Visayas State University	29,052.00	-	Permanent	Y	
10/01/2009	06/23/2010	Associate Professor II	Visayas State University	25,295.00	-	Permanent	Y	
07/01/2009	09/30/2009	Assistant Professor IV	Visayas State University	22,659.00	-	Permanent	Y	
02/01/2009	06/30/2009	Assistant Professor IV	Visayas State University	19,168.00	-	Permanent	Y	
12/01/2008	01/31/2009	Assistant Professor IV	Visayas State University	19,168.00	-	Temporary	Y	
07/01/2008	11/30/2008	Assistant Professor IV	Visayas State University	19,168.00	-	Temporary	Y	
07/01/2007	06/30/2008	Assistant Professor IV	Visayas State University	17,425.00	-	Temporary	Y	
12/01/2005	06/30/2007	Assistant Professor IV	Leyte State University	15,841.00	-	Temporary	Y	
12/01/2001	11/30/2005	Assistant Professor I	Leyte State University	13,300.00	-	Temporary	Y	
PLEASE SEE ATTACHMENT B								
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	05/04/2023			

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						
	07/01/2001	11/30/2001	Instructor I	Visayas College of Agriculture	11,167.00	-	Temporary	Y
	01/01/2000	06/30/2001	Instructor I	Visayas College of Agriculture	10,635.00	-	Temporary	Y
	01/01/1999	12/31/1999	Instructor I	Visayas College of Agriculture	9,668.00	-	Temporary	Y
	11/01/1997	12/31/1998	Instructor I	Visayas College of Agriculture	9,668.00	-	Temporary	Y
	01/01/1997	10/31/1997	Instructor I	Visayas College of Agriculture	8,118.00	-	Temporary	Y
	01/01/1996	12/31/1996	Instructor I	Visayas College of Agriculture	6,568.00	-	Temporary	Y
	01/01/1995	12/31/1995	Instructor I	Visayas College of Agriculture	5,240.00	-	Temporary	Y
	01/01/1994	12/31/1994	Instructor I	Visayas College of Agriculture	4,240.00	-	Temporary	Y
	11/04/1991	12/31/1993	Instructor I	Visayas College of Agriculture	3,540.00	-	Temporary	Y
	01/01/1985	06/30/1986	Research Assistant	Visayas College of Agriculture	90.95	-	Contractual	Y
	07/01/1984	12/31/1984	Research Assistant	Visayas College of Agriculture	82.67	-	Contractual	Y
	05/15/1984	06/30/1984	Research Assistant	Visayas College of Agriculture	2.75	-	Contractual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	05/04/2023			

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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/04/2023
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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? 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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>				NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.													
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark													
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 05/04/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															