

# 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		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:	
FIRST NAME	Beatriz		If holder of dual citizenship, please indicate the details.		NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Cuevas				Philippines	
3. DATE OF BIRTH (mm/dd/yyyy)	05/21/1963		17. RESIDENTIAL ADDRESS		House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE _____ 6521	
4. PLACE OF BIRTH	Baybay, Leyte		18. PERMANENT ADDRESS		House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		19. TELEPHONE NO.		(053) 563-7227	
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: _____		20. MOBILE NO.		906-444-2991	
7. HEIGHT (m)	1.40		21. E-MAIL ADDRESS (if any)		beatriz.jadina@vsu.edu.ph	
8. WEIGHT (kg)	63.00					
9. BLOOD TYPE	A+					
10. GSIS ID NO.	N/A					
11. PAG-IBIG ID NO.	N/A					
12. PHILHEALTH NO.	N/A					
13. SSS NO.	N/A					
14. TIN NO.	N/A					
15. AGENCY EMPLOYEE NO.	V00271					

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	JADINA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARINO	NAME EXTENSION (JR., SR)	JADINA, MARIBETH C.	02/08/1989
MIDDLE NAME	GRANADA		JADINA, MAR ANTHONY C.	06/12/1990
OCCUPATION	Farming/Retired Master Mariner		JADINA, MAR ANGELO C.	08/04/2000
EMPLOYER/BUSINESS NAME	self-employed			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	053-563-7227			
24. FATHER'S SURNAME	CUEVAS			
FIRST NAME	MELENCIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAPILI			
25. MOTHER'S MAIDEN NAME	MANTUA, REGALADA DOMINGO			
SURNAME	CUEVAS			
FIRST NAME	REGALADA			
MIDDLE NAME	MANTUA			(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 (Visca) BAYBAY CITY LEYTE	High School	1976	1980		1980	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1980	1984		1984	Cum Laude
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)

<b>SIGNATURE</b>		<b>DATE</b>	09/12/2025
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# 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 Soil Science	2005	2010		2010	DOST
	St. Paul School of Professional Studies	Post Doctorate	2019	2023		2023	
<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>			<b>DATE</b>		09/12/2025		

**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
RA 1080 (Registered Agriculturist)		N/A	N/A	0002004	05/21/2028
Licensed Professional Teacher		N/A	Tacloban City	0632599	05/21/2026
Civil service Eligibility by virtue of PD 907, as amended		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						
01/01/2025		Professor VI	Visayas State University	183,332.00	29-2	Permanent	Y
01/01/2024		Professor VI	Visayas State University	176,802.00	29-2	Permanent	Y
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

PLEASE SEE ATTACHMENT B

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	09/12/2025
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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?  YES  NO  
b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO  
If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO  
If YES, give details: \_\_\_\_\_  
b. Have you been criminally charged before any court?  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)?  YES  NO  
If YES, give details: \_\_\_\_\_  
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: \_\_\_\_\_

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?  YES  NO  
If YES, please specify: \_\_\_\_\_  
b. Are you a person with disability?  YES  NO  
If YES, please specify ID No \_\_\_\_\_  
c. Are you a solo parent?  YES  NO  
If YES, please specify ID No \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

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

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: **VSU ID**

ID/License/Passport No.: **V00271**

Date/Place of Issuance: **11/30/-0001 / VISAYAS STATE UNIVERSITY**

Signature (Sign inside the box)

09/12/2025

Date Accomplished

Right Thumbmark

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

Person Administering Oath