

# 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	Castil		
FIRST NAME	Jundy	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Romblon		
3. DATE OF BIRTH (mm/dd/yyyy)	07/03/1993	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	Bohol	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	Apartment No.1 Warner House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	72.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Lewing Subdivision/Village Barangay ANAHAWAN SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6610
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(053) 557-0773
13. SSS NO.	N/A	20. MOBILE NO.	912-414-7540
14. TIN NO.	463768635	21. E-MAIL ADDRESS (if any)	jundy.castil@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00864		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Castil		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Florence Adelyn	NAME EXTENSION (JR., SR)	Joanie Amaya A. Castil	06/10/2020
MIDDLE NAME	Armada			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	+639395663783			
24. FATHER'S SURNAME	Castil			
FIRST NAME	Nilo	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Mataflorida			
25. MOTHER'S MAIDEN NAME	Refelyn P. Romblon			
SURNAME	Castil			
FIRST NAME	Refelyn			
MIDDLE NAME	Romblon			

(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	Mahalo Elmenetary School	Elementary	1999	2005		2005	N/A
SECONDARY	St. Anthony's High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Bohol Island University	Bachelor of Science in Mechanical Engineering	2009	2014		2014	N/A
GRADUATE STUDIES	University of San Carlos - Talamban Campus	Master of Science in Mechanical Engineering	2016	2018		2018	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	04/15/2024
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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	Tokyo University of Agriculture and Technology	Doctor of Engineering	2023		On going		
<i>(Continue on separate sheet if necessary)</i>							
<b>SIGNATURE</b>			<b>DATE</b>		04/15/2024		

**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
Mechanical Engineer	87.75	10/08/2014	Cebu City	0084914	07/03/2023

*(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	Instructor I	Visayas State University	29,737.00	12-3	Permanent	Y
12/06/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Permanent	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Permanent	Y
12/01/2020	12/31/2020	Instructor I	Visayas State University	24,779.00	12-2	Permanent	Y
07/30/2020	11/30/2020	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
12/06/2019	07/31/2020	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
08/01/2019	12/05/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018		Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	07/31/2018	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017		Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
11/01/2016	07/31/2017	Instructor I	Visayas State University	20,651.00	-	Temporary	Y
01/01/2016		Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	10/31/2016	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
05/01/2015	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y

*(Continue on separate sheet if necessary)*

**SIGNATURE** \_\_\_\_\_ **DATE** 04/15/2024

**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)*

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 (Write in full)
		From	To			
	Information, Education and Communication (IEC) Campaign on Alternative Fuels and New Emerging Technologies	03/02/2023	03/02/2023	8	Technical	Department of Energy - Energy Utilization Management Bureau (EUMB) - Alternative Fuels and Energy Technology Division (AFETD)
	CSC Supervisory Development Course Track 1	09/20/2022	09/23/2022	32	Supervisory	Civil Service Commission VSU-HRMDO
	Basic Science International Conference/Basic 2022 "Science and technology for Nourishing Community Life Post Pandemic Era"	09/13/2022	09/14/2022	16	Research	Universitas Brawijaya, Malang, Indonesia
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	30th FEIAP General Assembly and the 6th International Convention	07/27/2022	07/29/2022	20	Instruction	Philippine Technological Council
	CET Strategic Planning and RDE Agenda Setting Workshop 2022	03/16/2022	03/17/2022	16	Research	College of Engineering and Technology, Visayas State University
	1st Asian Conference on Resource Management and Governance	09/14/2021	09/16/2021	24	Research	Northwest Samar State University
	Structural Analysis using Ansys FEA for Engineering Applications	03/10/2021	03/10/2021	8	Technical	CAD-IT Consultants
	"Coronavirus vaccine: Are you willing to take the shot?"	02/23/2021	02/23/2021	4	Technical	Department of Biotechnology
	"Building Outcomes-Based Teaching Competencies Towards Advancement, Mastery and Productivity (BOOTCAMP)"	12/14/2020	12/18/2020	40	Technical	Philippine Association of State Universities and Colleges (PASUC)
	Department of Mechanical Engineering Research and Extension Proposal Writing Workshop	11/18/2020	11/18/2020	8	Research	Department of Mechanical Engineering - VSU
	Online Moodle Training	10/09/2020	10/09/2020	8	Technical	Department of Mechanical Engineering, Visayas State University
	Training on Identification of Proper and Complete Technical Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management and Information Systems (SPPMIS)	08/08/2020	08/08/2020	8	Technical	Office of the Vice President for Planning, Resource Generation and Auxiliary Services, Visayas State University
	Online Training on Developing a Moodle Online Classroom	05/06/2020	05/08/2020	24	Technical	Department of Computer Science and Technology, Visayas State University
	Calibration Training on the New OBE-Based Monitoring and Evaluation Instrument for CHED Technical Committees, Regional Quality Assurance Team (RQAT) and CHEDRO Supervisors In-charge of Engineering Programs	11/27/2019	11/28/2019	16	Technical	Commission on Higher Education
	21st Samahang Pisika ng Visayas at Mindanao, National Physics Conference and 2019 International Conference on Advanced Functional Materials and Nanotechnology	10/17/2019	10/19/2019	24	Research	Samahang Pisika ng Visayas at Mindanao and Mapua University
	VSUCC Basic Cooperative Course Seminar	06/15/2019	06/15/2019	8	Technical	Visayas State University Credit Cooperative, VSU, Visca, Baybay City, Leyte

PLEASE SEE ATTACHMENT B

*(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)
	N/A		N/A		Samahang Pisika ng Visayas at Mindanao
					Regional Quality Assurance Team (RQAT) for Engineering, Education - CHEDRO VIII
					Philippine Society of Mechanical Engineers
					VSU-FA
					Knights of Colombus – Pangasugan Council

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	04/15/2024
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# Attachment B.1

<b>VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED</b>						
<i>(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)</i>						
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 (Write in full)
		From	To			
	In House Training on Republic Act 9184 and 2016 Revised Implementing Rules and Regulations	06/10/2019	06/12/2019	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Energy Research Workshop 1	06/03/2019	07/06/2019	24	Research	CHED Newton Fund Institutional Links Project, Center for Research in Energy Systems and Technologies (CREST), University of San Carlos, Talamban Campus, Cebu City, Philippines
	Lecture-Demonstration-Workshop on Production of Biofuels	05/22/2019	05/22/2019	8	Technical	Renewable Energy Research Center, VSU, Visca, Baybay City, Leyte
	Basic First Aid and CPR	04/17/2019	04/17/2019	8	Instruction	Philippine Red Cross - Ormoc City Chapter
	66th PSME NATIONAL CONVENTION	10/17/2018	10/20/2018	32	Technical	Philippine Society of Mechanical Engineers
	1st PSME - OKC Technical Conference	07/28/2018	07/29/2018	16	Technical	Philippine Society of Mechanical Engineers (Ormoc-Kananga Chapter)
	3 days Extension Training-Workshop on Developing Extension Project Proposal	07/18/2018	07/20/2018	24	Research	"Office of the Vice President for Research and Extension (OVPRE), VSU, Visca, Baybay, City "
	14th DOST-ERDT Conference, 2017 AEESEAP Workshop & 27th Executive Committee Meeting, International Conference on Sustainable Energy Ecosystems	10/18/2017	10/20/2017	24	Research	School of Engineering - University of San Carlos, University of Southampton, Department of Science and Technology, CHED Newton Fund
	2nd PSME General Membership Meeting and Technical Seminar	06/24/2017	06/24/2017	8	Technical	Philippine Society of Mechanical Engineers - Lapulapu Chapter
	1st PSME General Membership Meeting and Technical Seminar	03/25/2017	03/25/2017	8	Technical	Philippine Society of Mechanical Engineers - Lapulapu Chapter
	HVAC/REFRIGERATION DESIGN/BOILER & COOLING TOWER TREATMENT SEMINAR	01/28/2017	01/28/2017	8	Technical	Philippine Solar Energy Society
	7th International Mechanical Engineering Research Conference	01/19/2017	01/20/2017	16	Research	Department of Mechanical and Manufacturing Engineering, University of San Carlos, Talamban Campus, Cebu City
	Zonal Public Hearing/Consultation on the proposed Policies, Standards and Guidelines for the BSCE, BSGE, BSME and BSSE Programs	11/17/2016	11/17/2016	8	Technical	Commission on Higher Education
	K12 Scholars Onboarding and Sending HEIs Orientation for AY 2016-2017	06/15/2016	06/15/2016	8	Instruction	Commission on Higher Education Region VIII
	Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle	05/03/2016	05/05/2016	24	Technical	Department of Computer Science and Technology, Visayas State University
	ISO 9001:2015 Orientation & Writeshop Among Faculty & Staff of the College of Engineering	01/15/2016	01/15/2016	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on Research, Development and Extension (RDE) Proposal Preparation	02/13/2015	02/13/2015	8	Research	College of Engineering / Visayas State University
	Workworld Orientation 2014	03/04/2014	03/04/2014	8	Instruction	Bohol Island State University - Main Campus
	Academic Linkage Program	04/22/2013	06/06/2013	255	Technical	Talent Management and Leadership Development Department, Manila Water Company, Inc
<i>(Continue on separate sheet if necessary)</i>						
<b>SIGNATURE</b>			<b>DATE</b>		04/15/2024	

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.
Jannet C. Bencure	Visayas State University	+639981859629
Ronard G. Paña	Booy, Tagbilaran City, Bohol,	+639461949981

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.) <b>PLEASE INDICATE ID Number and Date of Issuance</b>
Government Issued ID: <b>PRC</b>
ID/License/Passport No.: <b>0084914</b>
Date/Place of Issuance: <b>10/20/2014 / Cebu City</b>

Signature (Sign inside the box)
04/15/2024
Date Accomplished

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

Person Administering Oath
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