

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	Bandibas			
FIRST NAME	Yhena	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Lazona			
3. DATE OF BIRTH (mm/dd/yyyy)	11/22/1992	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines	
4. PLACE OF BIRTH	Montserrat, Pilar, Cebu	If holder of dual citizenship, please indicate the details.		
5. SEX	☐ Male ☒ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:			
7. HEIGHT (m)	1.48	17. RESIDENTIAL ADDRESS	Zone VI	
8. WEIGHT (kg)	48.00		House/Block/Lot No.	Street
9. BLOOD TYPE	B+			Guadalupe (Utod)
10. GSIS ID NO.	N/A		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	N/A		BAYBAY	LEYTE
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	City/Municipality	Province
13. SSS NO.	N/A	ZIP CODE	6521	
14. TIN NO.	N/A		House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	V00865			Montserrat
			Subdivision/Village	Barangay
			PILAR	CEBU
		City/Municipality	Province	
		ZIP CODE	NULL	
19. TELEPHONE NO.		20. MOBILE NO.	917-555-2712	
21. E-MAIL ADDRESS (if any)		yhena.lazona@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bandibas		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Kevin Nick	NAME EXTENSION (JR., SR)	Kaleb Yosef L. Bandibas	11/03/2020
MIDDLE NAME	Suan			
OCCUPATION	Instructor			
EMPLOYER/BUSINESS NAME	Visayas State University - Main Campus			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	09171684517			
24. FATHER'S SURNAME	Lazona			
FIRST NAME	Constantino	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Garcitos			
25. MOTHER'S MAIDEN NAME	Maria Elenita Garcia Pilapil			
SURNAME	Lazona			
FIRST NAME	Maria Elenita			
MIDDLE NAME	Pilapil		(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	Montserrat Elementary School	Elementary	1998	2004		2004	N/A
SECONDARY	don Filomeno M. Torres Memorial National High School	High School	2004	2008		2008	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Chemistry	2008	2012		2012	N/A
GRADUATE STUDIES	University of San Carlos	Master of Science in Chemistry	2015	2023		2023	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/05/2024
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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
	Chemist	75.25	09/18/2012	Manuel L. Quezon University, Manila	11657	11/21/2024
	CSC Honor Graduate Eligibility (HGE)		N/A	N/A	100108120208	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						
06/10/2023	PRESENT	Instructor I	Visayas State University	29,737.00	12-3	Temporary	Y
01/01/2023		Instructor I	Visayas State University	29,449.00	12-2	Temporary	Y
08/01/2022	07/31/2023	Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020	07/29/2020	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
08/01/2019	07/31/2020	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
07/15/2019		Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
10/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	09/30/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
12/01/2014	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/05/2024
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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	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			
	Basic Pollution Control Officer Training	03/04/2024	03/08/2024	40	Technical	F.A.S.T. Lab Institute
	Chemical Waste Management and Safety in the Chemical Laboratory	02/23/2024	02/23/2024	8	Instruction	Department of Pure and Applied Chemistry (DoPAC), Visayas State University (VSU)
	Environmental Health and Safety: Chemical Waste Management	07/27/2022	07/27/2022	8	Instruction	Department of Pure and Applied Chemistry (DoPAC), College of Arts and Sciences (CAS), Visayas State University (VSU)
	1st General Assembly and Symposium of ICP-Leyte	04/26/2019	04/26/2019	8	Research	Integrated Chemists of the Philippines (ICP) - Leyte Chapter; Department of Pure and Applied Chemistry (DoPAC); and Visayas State University (VSU)
	2nd Regional Symposium of the Philippine Society of Biochemistry and Molecular Biology - Visayas Chapter	02/21/2019	02/22/2019	16	Research	Philippine Society of Biochemistry and Molecular Biology (PSBMB) - Visayas Chapter; and Visayas State University (VSU)
	Training Workshop on Presenting Research Results	10/22/2018	10/23/2018	16	Technical	Visayas State University
	AAACU 2nd Biennial Conference and General Assembly	10/16/2018	10/18/2018	24	Research	Asian Association of Agricultural Colleges and Universities (AAACU) and Visayas State University (VSU)
	25th FAOBMB International Conference and 43rd PSBMB Annual Convention	12/05/2016	12/07/2016	24	Research	Federation of Asian and Oceanian Biochemists and Molecular Biologists (FAOBMB) and Philippine Society of Biochemistry and Molecular Biology (PSBMB)
	21st Annual Convention of the Natural Products Society of the Philippines	12/01/2016	12/02/2016	16	Research	Natural Products Society of the Philippines (NPSP) and University of San Carlos (USC)
	Strategic Planning Workshop of the College of Arts and Sciences	08/25/2016	08/26/2016	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	In-Service Training on FT-IR Instrumentation, Maintenance and Troubleshooting	07/22/2016	07/22/2016	8	Technical	ITS Science (Phils) Inc. and PerkinElmer
	31st Philippine Chemistry Congress - " Chemistry Beyond Borders: Blurring Traditional Boundaries"	04/13/2016	04/15/2016	24	Research	Philippine Federation of Chemistry Societies, Inc. (PFCS); Kapisanang Kimika ng Pilipinas (KKP) (National and Panay Chapter); Integrated Chemists of the Philippines (ICP) Panay Chapter
	WHO-ICP Water Quality Testing and Analysis Seminar-Training	05/11/2015	05/15/2015	40	Technical	World Health Organization (WHO); Integrated Chemists of the Philippines (ICP); Visayas State University (VSU)
	Seminar-Workshop on the Implementation of Outcomes-Based Education (OBE)	05/04/2015	05/05/2015	16	Instruction	Visayas State University
	30th Philippine Chemistry Congress - "ASEAN Chemistry in Resonance"	04/15/2015	04/17/2015	24	Research	Philippine Federation of Chemistry Societies, Inc. (PFCS) and Integrated Chemists of the Philippines (ICP)
	Safety in the Laboratory	09/03/2013	09/03/2013	3	Technical	Merck and Visayas State University
(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)		
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills	N/A		Philippine Society of Biochemistry and Molecular Biology		
				Natural Products Society of the Philippines		
				Philippine Association of Chemistry Teachers		
				Kapisanang Kimika ng Pilipinas		
				Visayas State University Faculty Association		
				Integrated Chemists of the Philippines		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	04/05/2024	

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? 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 ☐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>Elizabeth S. Quevedo</td><td>Visca, Baybay City, Leyte</td><td>05356506001032</td></tr><tr><td>Felix M. Salas</td><td>Visca, Baybay City, Leyte</td><td>05356506001032</td></tr><tr><td>Angel Lyn Kristin C. Tan</td><td>University of San Carlos-Talamban Campus, Cebu</td><td>0322300100157</td></tr></table>					NAME	ADDRESS	TEL. NO.	Elizabeth S. Quevedo	Visca, Baybay City, Leyte	05356506001032	Felix M. Salas	Visca, Baybay City, Leyte	05356506001032	Angel Lyn Kristin C. Tan	University of San Carlos-Talamban Campus, Cebu	0322300100157
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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) 04/05/2024 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																