

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	Jayme		
FIRST NAME	Jenefer	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bagarinao		
3. DATE OF BIRTH (mm/dd/yyyy)	12/10/1991	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	68.00		
9. BLOOD TYPE	O+	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.	96513325551
15. AGENCY EMPLOYEE NO.	V00948	21. E-MAIL ADDRESS (if any)	jenefer.jayme@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	JAYME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DAVE PETER	NAME EXTENSION (JR., SR)	DAYNE PAUL B. JAYME	11/05/2011
MIDDLE NAME	G.		JAVERN MYKE B. JAYME	09/29/2014
OCCUPATION	CLERK		JYDEI PHIL B. JAYME	05/26/2020
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	VSU, BAYBAY CITY , LEYTE			
TELEPHONE NO.	09061185668			
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	TOLERO			
SURNAME	SON			
FIRST NAME	FLORENCIA			
MIDDLE NAME	BAGARINAO		(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	Ormoc City, Central SPED Center	Elementary	1999	2004		2004	
SECONDARY	Baybay National High School	High School	2004	2008		2008	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Hotel Restaurant and Tourism Management	2008	2013		2013	
GRADUATE STUDIES	Visayas State University	Master in Management	2019		12 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/09/2022
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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			
	2022 Regional Congress of Human Resource Management Practitioners in Eastern Visayas	08/24/2022	08/26/2022	16	Managerial	Civil Service Commission - Region 8
	Managing Government Records and Human Resource Information System	06/08/2022	06/10/2022	24	Managerial	Personnel Officers Association of the Philippines, Inc. (POAP)
	2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) Revised 2018	11/25/2020	11/27/2020	12	Technical	Civil Service Commission - Region 8
	Enhancing through Smart and Efficient Records Management	10/16/2019	10/18/2019	24	Technical	Philippine Schools, Universities, and Colleges Computer Education and Systems Society/ Visayas State University
	Seminar-Workshop on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions	11/14/2018	11/15/2018	16	Technical	Civil Service Commission - Region 8

(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)
	Dancer		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	READING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/09/2022
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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>LOURDES B. CANO</td><td>Brgy. Kan.asi , Baybay City Leyte</td><td>09176341502</td></tr><tr><td>HONEY SOFIA V. COLIS</td><td>VSU-ODHRM</td><td>917634190</td></tr><tr><td>RYSAN C. GUINOCOR</td><td>VSU, BAYBAY CITY, LEYTE</td><td>09173126266</td></tr></table>			NAME	ADDRESS	TEL. NO.	LOURDES B. CANO	Brgy. Kan.asi , Baybay City Leyte	09176341502	HONEY SOFIA V. COLIS	VSU-ODHRM	917634190	RYSAN C. GUINOCOR	VSU, BAYBAY CITY, LEYTE	09173126266
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RYSAN C. GUINOCOR	VSU, BAYBAY CITY, LEYTE	09173126266												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 09/09/2022 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														