

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	VELARDE		
FIRST NAME	ROSA OPHELIA		(NAME EXTENSION (JR., SR.)) NA
MIDDLE NAME	DEDAL		
3. DATE OF BIRTH (mm/dd/yyyy)	JANUARY 16, 1959	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	INOPACAN, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" 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 45 KILBOURNE STREET House/Block/Lot No. Street VISAYAS STATE UNIVERSITY BARANGAY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	5'1 ft		
8. WEIGHT (kg)	57 Kgs	ZIP CODE	
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	NA NA House/Block/Lot No. Street NA BARANGAY LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
10. GSIS ID NO.	59011602899		
11. PAG-IBIG ID NO.	1700-0026-4304	ZIP CODE	
12. PHILHEALTH NO.	1300 0014 2981		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	104-770-875	20. MOBILE NO.	09495079997
15. AGENCY EMPLOYEE NO.	V00538	21. E-MAIL ADDRESS (if any)	rod.velarde.vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VELARDE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	IGNACIO	NAME EXTENSION (JR., SR.) NA	IAGN NEIL D. VELARDE	JULY 06, 1981
MIDDLE NAME	SANICO		VALIANT DOMINIC D. VELARDE	FEBRUARY 14, 1984
OCCUPATION	NA (RETIRED)			
EMPLOYER/BUSINESS NAME	(Formerly from Govt Service-Philippine Coconut Authority)			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	DEDAL (Deceased)			
FIRST NAME	ARTEMIO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	APRESA			
25. MOTHER'S MAIDEN NAME	CUBIO			
SURNAME	DEDAL			
FIRST NAME	FULGENCIA			
MIDDLE NAME	INOCENTE			

(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	INOPACAN CENTRAL SCHOOL	PRIMARY	6/1/1964	4/20/1971	GRADUATED	1971	2nd HONOR
SECONDARY	INOPACAN INSTITUTE	SECONDARY	6/1/1971	4/20/1975	GRADUATED	1975	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE		6/5/1975	4/3/1979	GRADUATED	1979	COLLEGE SCHOLAR
GRADUATE STUDIES	UNIVERISTY OF THE PHILIPPINES AT LOS BANOS (UPLB)	MASTER OF MANAGEMENT -RURAL DEVELOPMENT OF MANAGEMENT	6/8/1905	6/11/1905	GRADUATED	1989	UNIVERSITY SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	28 April 2017
-----------	---	------	---------------

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
Agricultural officer Entrance Exam	63.0	5/11/1980	Tacloban City	NA	NA
Career Service Exam	76.0	12/7/1980	Tacloban City	NA	NA
Career Service Exam (Sub Prof)	70.4	6/18/1979	Tacloban City	NA	NA

(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 (Php)	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format '00-0')/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
11/1/2016	Present	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	37771.00	SG 19	Permanent	Y
12/1/2014	12/31/2015	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	34988.00	SG 19	Permanent	Y
6/1/2012	11/30/2014	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	34608.00	SG 19	Permanent	Y
12/5/2011	5/31/2012	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	31292.00	SG 19	Permanent	Y
6/1/2011	11/30/2011	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	30880.00	SG 19	Permanent	Y
6/24/2010	5/31/2011	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	27528.00	SG 19	Permanent	Y
7/1/2009	6/23/2010	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	24177.00	SG 19	Permanent	Y
12/1/2008	6/30/2009	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	20825.00	SG 19	Permanent	Y
7/1/2008	11/30/2008	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	20318.00	SG 19	Permanent	Y
7/1/2007	6/30/2008	Associate Professor I	Visayas State University / Office of the Vice President for Research and Extension	18471.00	SG 19	Permanent	Y
12/1/2005	6/30/2007	Associate Professor I	Leyte State University / Office of the Vice President for Research and Extension	16792.00	SG 19	Permanent	Y
12/1/2003	11/30/2005	Associate Professor I	Leyte State University / Office of the Vice President for Research and Extension	16643.00	SG18	Permanent	Y
7/1/2001	11/30/2003	Assistant Professor IV	Visayas State College of Agriculture	16237.00	SG 18	Permanent	Y
3/9/2001	6/30/2001	Assistant Professor IV	Visayas State College of Agriculture	15464.00	SG 18	Permanent	Y
12/1/2000	3/8/2001	Assistant Professor IV	Visayas State College of Agriculture	15464.00	SG 18	Temporary	Y
1/1/2000	11/30/2000	Assistant Professor IV	Visayas State College of Agriculture	15087.00	SG 18	Temporary	Y
1/1/1998	12/31/1999	Assistant Professor IV	Visayas State College of Agriculture	13715.00	SG 18	Temporary	Y
12/1/1997	12/31/1997	Assistant Professor IV	Visayas State College of Agriculture	13715.00	SG 18	Temporary	Y
11/1/1997	11/30/1997	Assistant Professor III	Visayas State College of Agriculture	12938.00	SG17	Temporary	Y
1/1/1997	10/31/1997	Assistant Professor III	Visayas State College of Agriculture	10825.00	SG17	Temporary	Y
1/1/1996	12/31/1996	Assistant Professor III	Visayas State College of Agriculture	8712.00	SG17	Temporary	Y
1/1/1995	12/31/1995	Assistant Professor III	Visayas State College of Agriculture	6901.00	SG17	Temporary	Y
8/19/1994	12/31/1994	Assistant Professor III	Visayas State College of Agriculture	5901.00	SG17	Temporary	Y
1/1/1994	8/18/1994	Instructor II	Visayas State College of Agriculture	4538.00	SG13	Temporary	Y
7/1/1989	12/31.1993	Instructor II	Visayas State College of Agriculture	3838.00	SG13	Temporary	Y
1/1/1989	6/30/1989	Instructor II	Visayas State College of Agriculture	2519.00	SG13	Temporary	Y
1/1/1988	12/31/1988	Science Research Specialist I	Visayas State College of Agriculture	2396.00	SG 13	Temporary	Y
3/1/1987	12/31/1987	Science Research Specialist I	Visayas State College of Agriculture	2178.00	SG 13	Temporary	Y
7/1/1986	2/28/1987	Science Research Specialist I	Visayas State College of Agriculture	1894.00	SG 13	Temporary	Y
1/1/1985	9/10/1904	Science Research Specialist I	Visayas State College of Agriculture	1715.00	SG 13	Temporary	Y
5/1/1984	12/31/1984	Science Research Specialist I	Visayas State College of Agriculture	1553.00	SG 13	Temporary	Y
01/01/1984	04/31/1983	Science Research Specialist I	Visayas State College of Agriculture	1388.00	SG 13	Temporary	Y
6/11/1982	12/31/1983	Science Research Specialist I	Visayas State College of Agriculture	1211.00	SG 12	Temporary	Y
1/1/1982	6/10/1982	Instructor	Visayas State College of Agriculture	1211.00	SG12	Temporary	Y
3/1/1981	12/31/1981	(Research)Assistant Instructor	Visayas State College of Agriculture	1043.00	SG9	Temporary	Y
10/1/1980	2/28/1981	(Research)Assistant Instructor	Visayas State College of Agriculture	944.00	SG9	Temporary	Y
05/01/1079	1/30/1980	(Research)Assistant Instructor	Visayas State College of Agriculture	898.00	SG9	Temporary	Y
4/16/1979	4/30/1979	Research Assistant	Visayas State College of Agriculture	735.00	SG9	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------

VI. VOLUNTARY WORK OR INVOLVEMENT IN C... / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	VSU CREDIT COOPERATIVE	6/19/1905	present	6 hours / seminar x 2-3 seminars conducted/ year	Member-EDCOM Secretary / Facilitates membership seminar and training services ,and as an accredited trainer/resource person on Cooperative Management and Values Reorientation .
	VSU Consumers Cooperative	4/1/1980	Present	2 hours/ meeting and 2 hrs store	Member, Board of Directors/ Policy and decision making
	VSU Extension Office	6/28/2006	12/1/2016	3 hours in 5 Trainings conducted	As resource person during training on Leadership and
	Agricultural Training Institute, Department of Agriculture Rgn VIII	2/1/2012	12/20/2016	4 hours per training(as needed)	As Resource Person during Organizational Management Training; and Farmers' Organizational Management
	Department of Budget and Management Region VIII Tacloban City	3/16/2015	10/16/2016	8 hours	As Resource Person during Organizational and Program Management Review and Seminar Workshop.
	Regional Coconut Research Center, VSU	5/12/2015	7/15/2016	10 hours	As Resource Person during Farmers training on Organizational and Project Planning and Management
	Department of Agriculture, Region VII, Cebu City	4/12/2015	4/13/2015	3 hours	As Resource Person, Writing R & D proposals and Project management

(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)

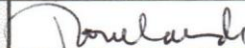
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	1. Training-Workshop on Research Ethics Standard Operating Procedure	4/25/2012	4/26/2012	8.0	Supervisory	Department of Science and Technology
	2. Convention cum Seminar on APOSCUA : Essential Link in Participatory Governance and Administration of SUCs	4/18/2012	4/20/2012	22.0	Managerial/ Supervisory	Philippine Association of State Universities and Colleges, and Administrative & Personnel Officers of SUCs Association, Inc. (
	3. Training -Writeshop on Conceptualizing RDE projects for VSU Faculty	8/11/2011	8/13/2011	22.0	Technical	Visayas State University
	4. Training Cum Writeshop on R&D Project Formulation and Packaging	6/20/2011	6/24/2011	35.0	Technical	Philippine Council for Agricultural Research Resources and Development ; and
	5. National Conference on the Universal Access to Health Care: The Role of Health Social Sciences	4/30/2011	4/30/2011	8.0	Managerial/ Supervisory	Phil Health Social Science Association
	6. Training Course on Development Management for Agricultural Development	3/8/2010	3/12/2010	40.0	Managerial	Department of Agriculture- Agricultural Training Institute
	7. Training- Workshop on Research Performance Evaluation and Support Administrative Support Staff	1/25/2010	1/25/2010	8.0	Managerial/ Supervisory	Department of Science and Technology; and Commission on Higher Education
	8. Seminar on RA 9520 ad LSUCDC Strategic Planning Workshop	3/5/2010	3/6/2010	14.0	Managerial	Cooperative Development Authority; and Leyte State University Credit and

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Singing		Outstanding Extension Project, Bronze category sponsored by VICARP-PCARRD during the 8th Regional Development Planning Workshops R & D Symposium held on July 6, 1996, VisCA, Baybay, Leyte	Visayas State University Faculty Association
	Dancing (Folk , classical and modern)			Visayas State University Credit Cooperative
	Song, Poem and Stage play writing		Exemplary Non-Academic Performance Award (Research Support Staff Category). Search for Most Outstanding Service Award during the VisCA Anniversary, July 2001	Philippine Health Social Science Association
	Arts and Crafts			
	Gardening			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	28 April 2017
-----------	---	------	---------------

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: _____

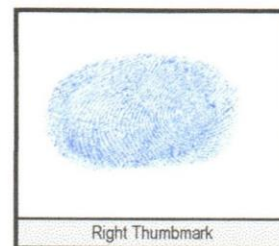
c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
DR. JOSE L. BACUSMO	VSU,Visca, Baybay City, Leyte,Phil.	9173108076
DR. PACIENCIA P. MILAN	VSU,Visca, Baybay City, Leyte,Phil.	9484992730
DR. EDGARDO E. TULIN	VSU,Visca, Baybay City, Leyte,Phil.	9173108081

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: **GSIS 59011602899**

ID/License/Passport No.: **None**

Date/Place of Issuance: **April 2010 Tacloban City RgnVIII**

Rosa Velarde

Signature (Sign inside the box)

28 April 2017

Date Accomplished

SUBSCRIBED AND SWORN to before me this

APR 28 2017

, affiant exhibiting his/her validly issued government ID as indicated above.

DOC. NO. **318**
PAGE NO. **806**
BOOK NO. **LN**
SERIES OF **20A**

[Signature]

(ATTY.) ROMMEL G. OLIVA
NOTARY PUBLIC

Person Administering Oath

PROVINCE OF LAGUNA
PTR No. 6222100-1 13717/Cal. City Lag.
IBP Lifetime No. 007756
Roll No. 37137
MCLE No. V0001987
MY COMMISSION EXPIRES ON DEC 31