

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	DATAN		
FIRST NAME	MALVIN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BELMI		
3. DATE OF BIRTH (mm/dd/yyyy)	5/6/1996	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	CEBU CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.78 m	ZIP CODE	
8. WEIGHT (kg)	72 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
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.	N/A
14. TIN NO.	717-109-224	20. MOBILE NO.	09073662793
15. AGENCY EMPLOYEE NO.	V01243	21. E-MAIL ADDRESS (if any)	malvin.datan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	DATAN		N/A	N/A
FIRST NAME	JOSE	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	CAPAO		N/A	N/A
25. MOTHER'S MAIDEN NAME	JOCELYN ADOVE BELMI		N/A	N/A
SURNAME	DATAN		N/A	N/A
FIRST NAME	JOCELYN		N/A	N/A
MIDDLE NAME	DATAN		(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	CATARMAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2009	N/A	2009	N/A
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRICULTURE	2013	2017	N/A	2017	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN HORTICULTURE	2018	2020	N/A	2020	DOST SEI ASTHROPANSC SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 23, 2022
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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
	PD 907 - HONOR GRADUATE	N/A	6/14/2017	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE	100108170650	6/30/2017
	DRIVER'S LICENSE	N/A	3/27/2018	LAND TRANSPORTATION OFFICE, BAYBAY CITY, LEYTE	H1219000261	5/6/2023
	RA 1080 - LICENSED PROFESSIONAL AGRICULTURIST	N/A	11/5/2019	TACLOBAN CITY, LEYTE		

#### V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	23 06 2022



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
		From	To	
	none			

(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			
	Webinar on Root Architecture Imaging and Analysis	08/18/2021	08/20/2021	12 hours	Technical	Philippine Rootcrop Research and Trainin
	State Universities and Colleges-Association of Colleges of Agriculture in the Philippines Capability (SUC-ACAP) Enhancement and Training Among State Colleges and Universities (SUCs) Faculty in Agriculture and Agriculture-Related Disciplines	8/11/2020	2 19 2021	80 hours	Technical	University of the Philippines Los Baños (UPLB), College of Agriculture and Food Science
	2nd Regional Conference of the Society of Agricultural Educators in Region 8, Inc. (SAER 8)	06 21 2019	06 21 2019	8 hours	Technical	SAER 8 and Visayas State University
	19th International Conference on Nature Studies and Innovations for the Environment (ICoNSIE 2019)	6/2/2019	6/6/2019	24 hours	Technical	Palawan State University
	The Science Within the Art of Mushroom Pharming in the Philippines Lecture	6/2/2019	6/2/2019	8 hours	Technical	Palawan State University
	Organic Agriculture Production NC II	01 13 2020	02 14 2020	256 hours	Technical	GOLD Farm and TESDA
	AAACU 22nd Biennial Conference and General Assembly	10 16 2018	10 18 2018	36 hours	Technical	AAACU and Visayas State University
	ATI Crop Protection in Vegetable Production Seminar	10 15 2019	10 15 2019	8 hours	Technical	Agricultural Training Institute- Regional Training Center 8
	ATI Training on Sustainable Agriculture	6/8/2019	8/8/2019	24 hours	Technical	Agricultural Training Institute- Regional Training Center 8
	SEARCA Regional Professorial Chair Lecture on Clime Proofing and Integrated Crop Management (ICM) to Enhance Vegetable Profitability and Food Security in the Southern	3/8/2019	3/8/2019	4 hours	Technical	SEARCA Visayas State University
	SEARCA Regional Professorial Chair Lecture on Microbial-Induced Mobilization of Micronutrients in Soil for Increased Yield and Improved Nutritional Quality of Sweet	03 20 2018	03 20 2018	4 hours	Technical	SEARCA Visayas State University
	17th National Vegetable Congress	08 22 2018	08 24 2018	16 hours	Technical	Vegetable Industry Council of Southern Mindanao
	Food Value Chain Seminar	1/12/2016	2/12/2016	16 hours	Technical	Visayas State University and Ministry of Agriculutre, Forestry and Fisheries


(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)
	none		none		Philippine Society for the Study of Nature (PSSN), Inc.
					Philippine Association of Agriculturist (PAA), Inc.

(Continue on separate sheet if necessary)

SIGNATURE



DATE

23 06 2022



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)

NAME	ADDRESS	TEL. NO.
DR. ZENAIDA C. GONZAGA	VISCA, BAYBAY CITY, LEYTE	9176320387
DR. SUZETTE B. LINA	VISCA, BAYBAY CITY, LEYTE	9199613922
DR. MARILOU M. BENITEZ	VISCA, BAYBAY CITY, LEYTE	9950568136

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.

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: Driver's License

ID/License/Passport No.: H12-19-000261

Date/Place of Issuance: 2018, Baybay City

Signature (Sign inside the box)

23 06 2022

Date Accomplished

SUBSCRIBED AND SWORN to before me this 01 JUL 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATY. RYAN E. GUMOCOR

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 1, 2020 to February 26, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Rosario A. Salas
- Name of Agency/Organization and Location: Department of Horticulture, College of Agriculture and Food Science, Visayas State University, ViSCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Typesetter of the Department during production of modules.
  - Coordinated several subjects
  - Contributed to the SUC-ACAP revision of review materials for the Licensure Exam for Agriculturist
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions
  - Prepares and revised teaching materials/guides and submit to department head
  - Prepares and gives examinations (mid/final/long/quizzes)
  - Checks test papers and returns to students one week after examination
  - Submits grade sheets within prescribed period to the Registrar through the department
  - Makes himself available for consultation by his/her students during scheduled consultation hours
  - Typesets and standardized the formats of the modules created by the other faculty

  
MALVIN B. DATAN

(Signature over Printed Name  
of Employee/Applicant)

Date: June 23, 2022