

PERSONAL DATA SHEET

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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	ESTOY		
FIRST NAME	LUCENITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SANCHEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	6/22/1960	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	Tudela, Cebu	If holder of dual citizenship, please indicate the details.	
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"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.47		House/Block/Lot No. Street Zone 3 Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	56.5	ZIP CODE	6521
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	
10. GSIS ID/BP NO.	2004716808		House/Block/Lot No. Street Zone 3 Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
11. PAG-IBIG ID/RTN NO.	915197015858	ZIP CODE	6521
12. PHILHEALTH NO.	13-000103216-0	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09159654264
14. TIN NO.	108-816-200	21. E-MAIL ADDRESS (if any)	N/A
15. AGENCY EMPLOYEE NO.	V00872		

II. FAMILY BACKGROUND

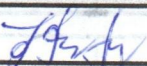
22. SPOUSE'S SURNAME	ESTOY		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)	ZENDY S. ESTOY-PASCUAL	10/20/1984
MIDDLE NAME	DELA CRUZ		MICHELLE S. ESTOY-GUMBA	2/28/1987
OCCUPATION	Security Guard		MAY ANN S. ESTOY-PALEN	5/2/1989
EMPLOYER/BUSINESS NAME	Visayas State University		JOSEPH EDZEN S. ESTOY	10/5/1991
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SANCHEZ			
FIRST NAME	TEOFILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ISIDRO			
25. MOTHER'S MAIDEN NAME				
SURNAME	POLANCOS			
FIRST NAME	MAXIMIANA			
MIDDLE NAME	LAMOSTE			

(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	McArthur Elementary School	Primary Education	1966	1972	Graduated	1972	First Honor
SECONDARY	Immaculate Conception Institute	High School	1974	1978	Graduated	1978	Salutatorian
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Vsayas State College of Agriculture	Bachelor of Science in Home Economics	1978	1982	Graduated	1982	College Scholar
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 27, 2020
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[illegible]

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

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	November 27, 2020



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

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			
	31st Joint VICARP and RRDEN Regional RDE Symposium and 1st Regional PhilARM Convention	11/26/19	11/27/19	16	Technical	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (VICARP) and Regional Research and Development/Extension Network
	Training on Good Practices on Cassava Production and Processing	7/19/2017	7/24/2017	8.0	Technical	Agricultural Training Institute Regional Training Center 8
	Training on Cassava Processing and Food Safety	3/17/2017	3/17/2017	8.0	Technical	Carlos Hilado Memorial State College
	Training on Cassava Processing and Good Manufacturing Practices (GMP)	3/9/2017	3/9/2017	8.0	Technical	Department of Agriculture Regional Field Office XIII
	Cassava and Sweetpotato Food Processing and Utilization Training	11/3/2016	11/4/2016	16.0	Technical	The Philippine Red Cross Haiyan Recovery Operation Leyte
	Training on Good Manufacturing Practices on Cassava Production and Processing	7/11/2016	7/15/2016	8.0	Technical	Agricultural Training Institute Regional Training Center 8
	Training on Rootcrop Processing and Good Manufacturing Practices	3/27/2016	3/27/2016	8.0	Technical	Oxford Committee for Famine Relief (OXFAM) and Visayas State University
	Training of Facilitators on Community-based Micro-Enterprise School	4/1/2016	4/1/2016	8.0	Technical	Oxford Committee for Famine Relief (OXFAM) and Visayas State University
	Training on Good Manufacturing Practices (GMP) and Food Processing	4/17/2015	4/17/2015	8.0	Technical	Philippine Higher Education Research Network (PHERNet), Philippine Rootcrop Research and Training Center, Visayas State University
	International Training on Food Processing Methods and Food Safety Protocols	11/2/2014	12/15/2014	16.0	Technical	United Nations University, Japan; Philippine Rootcrop Research and Training Center; Visayas State University
	Training on Processing and Preservation of Rootcrops, Vegetables and Fruits	11/17/2014	11/19/2014	16.0	Technical	Department of Agriculture, UK Aid Department for International Development and Food and Agriculture Organization of the United Nations
	Agro-Panginabuhi Caravan sa Park	12/16/2013	12/20/2013	8.0	Technical	Municipality of Hilongos, Leyte
	8th PSLAB Scientific Conference	11/23/2012	11/23/2012	8.0	Technical	Philippine Society for Lactic Acid Bacteria (PSLAB), Inc. and Visayas State University
	Focused Group Discussion on Functional Foods	3/30/2012	3/30/2012	8.0	Technical	Eastern Visayas Health Research and Development Consortium, Department of Science and Technology 8
	Training on Rootcrop Production, Processing and Utilization	10/17/2011	10/20/2011	8.0	Technical	Philippine Rootcrop Research and Training Center
	Training on the Use of Granulated Microbial Rennet in Cheese Making	9/21/2010	9/21/2010	8.0	Technical	The National Institute of Molecular Biology and Biotechnology of the University of the Philippines Los Baños, DA-Biotechnology Program and Philippine Carabao Center.
	Management of Laboratory Wastes	7/22/2010	7/22/2010	4.0	Technical	Visayas State University
	6th Annual Conference of Philippine Society for Lactic Acid Bacteria (PSLAB), Inc.	11/5/2009	11/5/2009	8.0	Technical	Philippine Society for Lactic Acid Bacteria (PSLAB), Inc. and Visayas State University
	Product Launching of BIOTECH-DOST DAS™ Kits	7/29/2009	7/29/2009	8.0	Technical	The National Institute of Molecular Biology and Biotechnology (BIOTECH), University of the Philippines, Los Baños
	Training on Sweetpotato Production and Processing	3/13/2009	3/13/2009	8.0	Technical	Philippine Rootcrop Research and Training Center
	Business Opportunity and Product Packaging for Commercialization	2/20/2009	2/20/2009	8.0	Technical	Visayas State University
	38th CSSP Scientific Conference	5/12/2008	5/16/2008	24.0	Technical	The Crop Science Society of the Philippines, Inc. Crop Science Cluster, University of the Philippines Los Baños, College, Laguna

(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)
	Cooking		N/A		Philippine Society for Lactic Acid Bacteria (PSLAB), Inc.
	Reading				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 27, 2020
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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

☐ 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:  
Finished Contract

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

☐ 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./CEL NO.
Dr. Julie D. Tan	PhilRootcrops, Visayas State University, Baybay City, Leyte	053-563-7229
Dr. Marcelo A. Quevedo	PhilRootcrops, Visayas State University, Baybay City, Leyte	053-563-7229
Dr. Roberta D. Lauzon	Department of Food Science and Technology, VSU, Baybay City, Leyte	09172751950


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: Voter's ID

ID/License/Passport No.: 3708-0147A-B2259LSE20000

Date/Place of Issuance: Baybay City, Leyte




Signature (Sign inside the box)

November 27, 2020

Date Accomplished

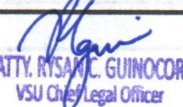
ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)  
With full and handwritten name tag and signature over printed name  
Computer generated or photocopied picture is not acceptable

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12/1/20, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSA M. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath

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**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: January 1, 2019 – present
  - Position: Science Research Assistant
  - Name of Office/Unit: Philippine Root Crop Research and Training Center
  - Immediate Supervisor: Julie D. Tan
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
  - List of Accomplishments and Contributions
    - Assist in the development of different root crop food products ( cassava salvaro, cassava choco cookies from fresh cassava grates). Generate income through production of different root crop food products and serve as resource person during extension activities and trainings.
  
  - Summary of Actual Duties
    - Responsible for the conduct of food product development research, generate income through mass production of cassava cookies and other root crop based products and serve as resource person during trainings and other extension activities.
- 
- Duration: January 1, 2002 – December 31, 2019
  - Position: Science Research Assistant
  - Name of Office/Unit: Philippine Root Crop Research and Training Center
  - Immediate Supervisor: Julie D. Tan
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
  - List of Accomplishments and Contributions
    - Assist in the development of different root crop food products; cassava cookies, Tarroz wine, cassava espasol and cassava macaroons
  
  - Summary of Actual Duties
    - Responsible for the conduct of food product development research, generate income through mass production of cassava cookies and other root crop based products and serve as resource person during trainings and other extension activities.

  
**LUCENITA S. ESTOY**

(Signature over Printed Name  
 of Employee/Applicant)

Date: November 27, 2020