

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	De Padua		
FIRST NAME	Eldon	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Pareñas		
3. DATE OF BIRTH (mm/dd/yyyy)	9/18/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Surallah, South Cotabato	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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	Eucalyptus St.
7. HEIGHT (m)	1.63m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	65kg		Libertad
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	2005073260		Surallah South Cotabato
11. PAG-IBIG ID NO.	121206526984		City/Municipality Province
12. PHILHEALTH NO.	13-025429656-3	ZIP CODE	9512
13. SSS NO.		18. PERMANENT ADDRESS	House/Block/Lot No. Street
14. TIN NO.	332 656 499	ZIP CODE	Pangasugan
15. AGENCY EMPLOYEE NO.			Subdivision/Village Barangay
			Baybay City Leyte
		City/Municipality Province	6521-A
19. TELEPHONE NO.	NA		
20. MOBILE NO.	09159675079/09073659646		
21. E-MAIL ADDRESS (if any)	eldondepadua18@gmail.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		NA	NA
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	De Padua			
FIRST NAME	Elizer	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ramping			
25. MOTHER'S MAIDEN NAME				
SURNAME	Pareñas			
FIRST NAME	Doneva			
MIDDLE NAME	Tonogbanua		(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	Surallah Central Elementary School	NA	2001	2007	NA	2007	None
SECONDARY	Libertad National High School	NA	2007	2011	NA	2011	2nd Honorable Mention
VOCATIONAL / TRADE COURSE	None						
COLLEGE	Mindanao State University - General Santos City (MSU-GSC)	BS in Agricultural Engineering	2011	2016	NA	2016	University Scholar
GRADUATE STUDIES	University of the Philippines Los Baños	MS in Agricultural Engineering (Farm Power & Machinery)	2017	2020	NA	2020	Ched K-12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 15, 2021
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	July 15, 2021
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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		
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			
	Course Modules Production Flexible Learning in Higher Education Institutions (HEI's) Webinar Series	6/11/2021 6/15/2021	6/12/2021 6/19/2021	32	Technical	EVHEIs-FLMSC
	Training Program for State Universities and Colleges: Testing and Evaluation of Agricultural Machinery	4/30/2021	5/28/2021	15	Technical	College of Engineering and Agro-Industrial Technology,UPLB
	11th AUN/SEED-Net Regional Conference on Mechanical and Manufacturing Engineering	1/14/2021	1/15/2021	16	Technical	RCMEManue 2020 Mechanical Engineering Department, DLSU
	2021 International Symposium on Advanced Technology-19 "Engineering Innovation for Food and Nutrition Security"	1/14/2021	1/14/2021	8	Technical	University of the Philippines Los Baños
	15th International Agricultural and Biosystems Engineering Conference and Exhibition	4/22/2018	4/28/2018	56	Technical	Philippine Society of Agricultural Engineers
	14th International Agricultural and Biosystems Engineering Conference and Exhibition	4/23/2017	4/29/2017	56	Technical	Philippine Society of Agricultural Engineers
	Communication Skill Seminar and Workshop	4 / 20 / 2016	4 / 20 / 2016	4	Supervisory	AE 196 class, Dept. of Agricultural Engineering, MSU-GSC
	Personality Development Seminar and Workshop	4 / 20 / 2016	4 / 20 / 2016	4	Supervisory	AE 196 class, Dept. of Agricultural Engineering, MSU-GSC
	Halal Science and Technology Dialogue: Standards and Certification	2 / 18 / 2016	2 / 18 / 2016	8	Supervisory	Department of Science and Technology Region 12 (DOST-XII)
	Youth Science and Technology Assembly	2 / 17 / 2016	2 / 17 / 2016	8	Technical	Department of Science and Technology Region 12 (DOST-XII)
	Symposium on Strengthening Regions Resilience to the Impacts of Climate Change	2 / 16 / 2016	2 / 16 / 2016	8	Technical	Department of Science and Technology Region 12 (DOST-XII)
	GENSAR Young Leaders Convergence 2015	8 / 22 / 2015	8 / 22 / 2015	8	Supervisory	MSU-GSC, Supreme Student Council

(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)
	News writing		None		Philippine Society of Agricultural and Biosystems Engineers
	Feature Writing				
	Computer Literate (MS Word, Powerpoint, Excel, Access, AutoCAD)				
	Badminton				
	Table Tennis				
	Volleyball				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 15, 2021
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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)

NAME	ADDRESS	TEL. NO.
Dr. Edward R. Lapong	General Santos City	09256771976
Dr. Rossana Marie C. Amongo	Los Baños, Laguna	09175190658
Dr. Delfin C. Suministrado	Los Baños, Laguna	09176960082

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: VSU ID

ID/License/Passport No.: V00930

Date/Place of Issuance: 09/06/2016/ Visayas State University

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 31 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR
VSU 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 for.

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 starting with the most recent/present employment

- Duration: July 15, 2020- Present
- Position: Department Head
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering -Visayas State University
- Immediate Supervisor: Dr. Jannet C. Bencure
- Name of Agency/Organization and Location: Department of Agricultural and Biosystems Engineering -Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Planned and organized departmental activities and programs
 - Assigned teaching load to each faculty members
 - Implemented Research Projects (Local & International)
 - Participated National Extension Project of the Philippine Government (Nationwide Agri-Fisheries Investment Audit)
 - International Publications
 - Led the preparation in the department for ISO accreditation
 - Supervised faculty
 - Conducted support services to the university
- Summary of Actual Duties
 - Responsible for the department documentary requirements for any relevant accreditation; evaluates the performance off the faculty and staff members; Lead the over-all operation of the department; prepare and submit annual reports to the Dean. Perform other related functions.

- Duration: September 6, 2016- Present
- Position: Instructor I
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering -Visayas State University
- Immediate Supervisor: Prof. Arthur It. Tambong
- Name of Agency/Organization and Location: Department of Agricultural and Biosystems Engineering -Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Produced Instructional Materials for major subjects (Lecture and Laboratory Manuals)
 - Conducted Research and Extension Projects
 - Conducted classes, quizzes, long exams, term exams and practical exams
 - Developed and revised course syllabi and made table of specifications
 - Conducted support services to the university
- Summary of Actual Duties
 - Responsible for imparting knowledge to students; motivates students to learn by giving examinations, quizzes, and projects; conducts research study and extend services in nearby communities. Performs other related functions.


ELDON R. DE PADUA

(Signature over Printed Name of
Employee/Applicant)