

## 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	Ramoneda		
FIRST NAME	Kyza Mae	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	Mascariñas		
3. DATE OF BIRTH (mm/dd/yyyy)	11/05/1995	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	Baybay, Leyte, Philippines	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	469 House/Block/Lot No. Street Santa Cruz Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	155	ZIP CODE	6521
8. WEIGHT (kg)	81		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	469 House/Block/Lot No. Street Santa Cruz Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-5226-3085		
12. PHILHEALTH NO.	13-025356459-9		
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.	472-243-526	20. MOBILE NO.	+639453566384
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	kyzamaeramoned@gmail.com

## 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
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	Ramoneda		N/A	N/A
FIRST NAME	William	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Garrido		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Mascariñas		N/A	N/A
FIRST NAME	Brenda		N/A	N/A
MIDDLE NAME	Bandalan		(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	ViSCA Foundation Elementary School		2001	2007		2007	With Honors
SECONDARY	Visayas State University Laboratory High School		2007	2011		2011	With Honors
VOCATIONAL / TRADE COURSE	None						
COLLEGE	Visayas State University	Bachelor of Science in Biotechnology	2011	2015		2015	Cum Laude
GRADUATE STUDIES	Katholieke Universiteit (KU) Leuven	Master of Science in Molecular Biology	2016	2019		2019	Cum Laude

(Continue on separate sheet if necessary)

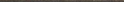
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	<b>BARANGAY OFFICIAL ELGIBILITY (CSC Resolution No. 93-3666)</b>		08/18/2015	<b>Baybay City, Leyte</b>	<b>220108150226</b>	<b>LIFETIME</b>
	<b>Honor Graduate Eligibility (PD 907)</b>		04/22/2015	<b>Visayas State University</b>	<b>100108150416</b>	<b>LIFETIME</b>

V. WORK EXPERIENCE

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SIGNATURE		DATE	23/12/2020
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DATE \_\_\_\_\_

23/12/2020



# 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		
	Philippine Association of Belgian University Scholars (PhiABUS); Philippines	10/01/2020	indefinite	2 hours/week	VOLUNTEER

(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			
	Session 1: CONCEPTS of the Forensics and Pandemics 2020 webinar series	07/01/2020	07/01/2020	2.0	Technical	University of the Philippines Manila
	Webinar on Flexible Learning Modalities and Techniques	07/04/2020	07/04/2020	4.0	Technical	Eastern Visayas Higher Education Institutions Flexible Learning Management System Consortium
	Session 2: Challenges of the Forensics and Pandemics webinar series	07/08/2020	07/08/2020	2.0	Technical	University of the Philippines Manila
	Session 3: Planning Ahead 1 of the Forensics and Pandemics webinar series	07/15/2020	07/15/2020	2.0	Technical	University of the Philippines Manila
	Science Policy and Information Forum on Fish Security Amidst Covid-19 Pandemic	07/15/2020	07/15/2020	2.5	Technical	National Academy of Science and Technology
	"New Normal" Health and Safety Measures in the HORECA Industry	07/15/2020	07/15/2020	2.0	Technical	Institute for Food Safety Advancement
	SOLVE Income insufficiency in the time of COVID-19 Pandemic through Agricultural Value Chains Financing and Investments	07/15/2020	07/15/2020	3.0	Technical	Southeast Asian Regional Center for Graduate Study and Research in Agriculture
	Overview of GMP and HACCP in the Food Industry	07/30/2020	07/30/2020	3.0	Technical	Glenwood Technologies International
	Hygiene and Sanitation in the Healthcare Industry	08/05/2020	08/05/2020	3.0	Technical	Glenwood Technologies International
	SOLVE Youth Disengagement in Agriculture: Empowering Future Leaders in Southeast Asia	08/12/2020	08/12/2020	3.0	Technical	Southeast Asian Regional Center for Graduate Study and Research in Agriculture
	COVIDIZATION 101: A webinar on COVID-19 Updates in Baguio City and Potential Vaccines	08/12/2020	08/12/2020	3.0	Technical	University of the Philippines Baguio
	MCC International Webinar Series: Tracking Neglected Tropical Diseases (NTDs) using environmental DNA (eDNA) for a more Sensitive and Specific Surveillance and Monitoring"	08/15/2020	08/15/2020	3.0	Technical	Mabalacat City College, Philippines
	How to detect lies and deception.	08/15/2020	08/15/2020	3.0	Technical	Sherlock Institute of Forensic Science India
	1st International The Online Seminar Series "Ethnomedicine & Environmental Health in Covid-19 Pandemic"	08/19/2020	08/19/2020	3.0	Technical	Universitas Atma Jaya Yogyakarta, Indonesia and School of Natural Sciences Saint Louis University, Philippines
	Women in Disaster Risk Reduction: Building Stronger Ground	08/19/2020	08/19/2020	3.0	Technical	Visayas State University
	SOLVE Youth Disengagement in Agriculture: Southeast Asian Youth Champions in Action	08/19/2020	08/19/2020	3.0	Technical	Southeast Asian Regional Center for Graduate Study and Research in Agriculture
	Exploring the World of Parasites through Remote Learning	08/20/2020	08/20/2020	3.0	Technical	Philippine Society of Parasitology
	Role of ATP Testing in Sanitization and Disinfection.	08/20/2020	08/20/2020	3.0	Technical	Glenwood Technologies International
	COVID-19 and Food Safety Measures in the U.S. Supply Chain: Opportunities and Challenges.	08/20/2020	08/20/2020	3.0	Technical	Institute for Food Safety Advancement
	Philippine Fisheries	08/28/2020	08/28/2020	3.0	Technical	Philippine Association of Marine Science
	Mangroves 101 Webinar Episode 5 (Mangrove Eco-parks)	09/17/2020	09/17/2020	3.0	Technical	Zoological Society of London, Gesellschaft für Internationale Zusammenarbeit; ProCoast Project, Philippines

(Continue on separate sheet if necessary)







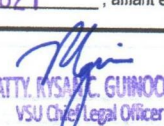
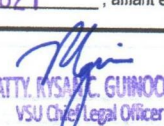
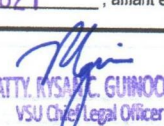
# VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Basic and advanced molecular biology techniques				Philippine Society of Cell Biology
	Bioinformatic tools				Philippine Society of Biochemistry and Molecular Biology
	Cell culture and immunological assay techniques				
	Biosafety and Risk Assessment processes				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	23/12/2020
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. ANALYN M. MAZO</td><td>DBS, VSU</td><td>053-563-7536</td></tr><tr><td>DR. BEATRIZ S. BELONIAS</td><td>DBS and OVPI, VSU</td><td>053-563-7536</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. ANALYN M. MAZO	DBS, VSU	053-563-7536	DR. BEATRIZ S. BELONIAS	DBS and OVPI, VSU	053-563-7536			
NAME	ADDRESS	TEL. NO.											
DR. ANALYN M. MAZO	DBS, VSU	053-563-7536											
DR. BEATRIZ S. BELONIAS	DBS and OVPI, VSU	053-563-7536											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU ID: V01181</td></tr><tr><td>ID/License/Passport No.: NA</td></tr><tr><td>Date/Place of Issuance: VISAYAS STATE UNIVERSITY</td></tr></table>	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: V01181	ID/License/Passport No.: NA	Date/Place of Issuance: VISAYAS STATE UNIVERSITY	<table><tr><td> Signature (Sign inside the box) 23/12/2020 Date Accomplished</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 23/12/2020 Date Accomplished	 Right Thumbmark						
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Government Issued ID: VSU ID: V01181													
ID/License/Passport No.: NA													
Date/Place of Issuance: VISAYAS STATE UNIVERSITY													
 Signature (Sign inside the box) 23/12/2020 Date Accomplished	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <u>23 FEB 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													



## 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

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 23, 2020 – Present
- Position: Instructor 1
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences
- List of Accomplishments and Contributions (if any)
  - Genetics courses Coordinator
- Summary of Actual Duties
  - Responsible in teaching assigned subjects and performs other teaching related functions (e.g., preparation/revision of instructional materials, creation of OBE syllabus, TOS and exams, submits grade sheet within prescribed period); makes herself available for consultation by her students during scheduled consultation hours.
  - Undertakes research and Submits paper for Annual In-house review and publication
  - Coordinates Genetics lecture and laboratory subjects
- Duration: June 2015 – March 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in teaching assigned subjects and performs other teaching related functions e.g., prepares and revise teaching materials and visual aids, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheet within prescribed period to lecturers and makes herself available for consultation by her students during scheduled consultation hours

  
\_\_\_\_\_  
KYZA MAE M. RAMONEDA  
(Signature over Printed Name  
of Employee/Applicant)

Date: 12 / 23 / 2020