

# 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                    | RATILLA  |   |   |              |
| FIRST NAME                    | BERTA  |   | NAME EXTENSION (JR., SR)  |              |
| MIDDLE NAME                   | CATINGAN   |   |   |              |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 07/4/1961  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  |              |
| 4. PLACE OF BIRTH             | SAMBOAN, CEBU  | If holder of dual citizenship, please indicate the details. | <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country:  |              |
| 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                                     | APT. 22 KILBOURNE<br>House/Block/Lot No. Street<br>Visca PANGASUGAN<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province<br>6521-A |              |
| 7. HEIGHT (m)                 | 1.52   | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street<br>CALIN-AY POBLACION<br>Subdivision/Village Barangay<br>SAMBOAN CEBU<br>City/Municipality Province<br>6521-A                    |              |
| 8. WEIGHT (kg)                | 48   |   | ZIP CODE  | 6521-A       |
| 9. BLOOD TYPE                 | A+   |   | 19. TELEPHONE NO.   | (053)5637123 |
| 10. GSIS ID NO.               | 61070401508  |   | 20. MOBILE NO.  | 09262597123  |
| 11. PAG-IBIG ID NO.           | 1700-0028-4278   | 21. E-MAIL ADDRESS (if any)                                 | bcratilla61ph@yahoo.com   |              |
| 12. PHILHEALTH NO.            | 11-000029771-2   |   |   |              |
| 13. SSS NO.                   | N/A  |   |   |              |
| 14. TIN NO.                   | 116626613  |   |   |              |
| 15. AGENCY EMPLOYEE NO.       | V000444  |   |   |              |

II. FAMILY BACKGROUND


|                          |                           |                          |   |                            |
|--------------------------|---------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | RATILLA                   |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | TEODOMERO                 | NAME EXTENSION (JR., SR) | JOW ARREN C. RATILLA                                | 12/23/1984                 |
| MIDDLE NAME              | CABUSAO                   |                          | DIANNE C. RATILLA                                   | 4/2/1988                   |
| OCCUPATION               | SCHOOL FARM DEMONSTRATOR  |                          | MARK C. RATILLA                                     | 6/6/1993                   |
| EMPLOYER/BUSINESS NAME   | VISAYAS STATE UNIVERSITY  |                          | THERESE C. RATILLA                                  | 3/1/1997                   |
| BUSINESS ADDRESS         | Visca, BAYBAY CITY, LEYTE |                          | MARY AGNES C. RATILLA                               | 6/11/2003                  |
| TELEPHONE NO.            | (053) 5 6 3 7 1 2 3       |                          |   |                            |
| 24. FATHER'S SURNAME     | CATINGAN                  |                          |   |                            |
| FIRST NAME               | EDUARDO                   | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | ROCABERTE                 |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |                           |                          |   |                            |
| SURNAME                  | DINAUANA O                |                          |   |                            |
| FIRST NAME               | AUREA                     |                          |   |                            |
| MIDDLE NAME              | DINO POL                  |                          |   |                            |

(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                | SAMBOAN CENTRAL ELEMENTARY SCHOOL    | PRIMARY EDUCATION                             | 1968                 | 1974 | GRADUATED                                      | 1974           | 3RD HONORABLE MENTION                 |
| SECONDARY                 | SAINT PIUS X SCHOOL                  | SECONDARY LEVEL                               | 1974                 | 1978 | GRADUATED                                      | 1978           | SALUTATORIAN                          |
| VOCATIONAL / TRADE COURSE | N/A                                  |   |                      |      |  |                |                                       |
| COLLEGE                   | VISAYAS STATE COLLEGE OF AGRICULTURE | BSA-AGRONOMY                                  | 1978                 | 1982 | GRADUATED                                      | 1982           | COCOFED SCHOLARSHIP GRANT             |
| GRADUATE STUDIES          | VISAYAS STATE COLLEGE OF AGRICULTURE | MS IN AGRONOMY                                | 1983                 | 1989 | GRADUATED                                      | 1989           | N/A                                   |
| GRADUATE STUDIES          | UNIVERSITY OF THE PHILIPPINES        | Ph D IN AGRONOMY                              | 2006                 | 2011 | GRADUATED                                      | 2011           | LSU Fellowship; CHED; & ATI-EHRDP     |

(Continue on separate sheet if necessary)

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| SIGNATURE |  | DATE | 04/25/2017 |
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| IV. CIVIL SERVICE ELIGIBILITY   |                           |  |                                   |                         |                     |
|---|---------------------------|--|-----------------------------------|-------------------------|---------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |                     |
|   |                           |  |                                   | NUMBER                  | Date of<br>Validity |
| CAREER SERVICE PROFESSIONAL   | 73.82%                    | 07/18/1982                             | CEBU CITY                         |                         | 12/17/1982          |
| SOIL TECHNOLOGIST ENTRANCE EXAM   | 77.04%                    | 10/17/1982                             | CEBU CITY                         |                         | 3/13/1983           |
| AGRICULTURIST   | WITHOUT EXAM              |  | TACLOBAN CITY                     | 0002392                 | 5/5/2005            |
|   |                           |  |                                   |                         |                     |
|   |                           |  |                                   |                         |                     |
|   |                           |  |                                   |                         |                     |
|   |                           |  |                                   |                         |                     |

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 | 04/25/2017 |

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

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |         | NUMBER OF HOURS | POSITION / NATURE OF WORK  |
|-----|---|---------------------------------|---------|-----------------|--|
|     |   | From                            | To      |                 |  |
|     | Holy Spirit Parish, VSU, Visca, Baybay City       | 1/1/2014                        | present | 1-2 hrs/mo      | Member- Education Committee/ plan out annual activities & act as resource speakers in Pre-Jordan & Adult Catechism |
|     |   |                                 |         |                 |  |
|     |   |                                 |         |                 |  |
|     |   |                                 |         |                 |  |
|     |   |                                 |         |                 |  |
|     |   |                                 |         |                 |  |
|     |   |                                 |         |                 |  |
|     |   |                                 |         |                 |  |

(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<br>(Write in full)   | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)  |
|-----|--|---|------------|-----------------|---|---|
|     |  | From  | To         |                 |   |   |
|     | NRCP Annual Scientific Conference  | 03/22/2017                                    | 03/22/2017 | 8               | Technical   | National Research Council of the Philippines  |
|     | 2016 Higher Education Research Conference  | 7/26/2016                                     | 7/27/2016  | 16              | Technical   | Comission on Higher Education   |
|     | Workshop on Proposal Writing   | 5/24/2016                                     | 5/24/2016  | 8               | Technical   | National Research Council of the Philippines  |
|     | Research Innovation for InclusiveDevelopment in the Visayas  | 5/23/2016                                     | 5/23/2016  | 8               | Technical   | Research Council of the Philippines   |
|     | Workshop for AACUP Institutional Accreditation (2nd round)   | 5/10/2016                                     | 5/12/2016  | 24              | Technical   | Visayas State University  |
|     | 2 <sup>nd</sup> National Organic Agriculture Scientific Conference   | 2/16/16                                       | 2/20/16    | 40              | Technical   | National Organic Agriculture of the   |
|     | Workshop on "Ang Katutubo sa Nagbabagang Klima: Talakayan, Bahagian, Pakikiugnayan 2"  | 1/21/16                                       | 1/24/16    | 32              | Technical   | College of Agriculture, UPLB, Crop Science Cluster  |
|     | Enhancing Agricultural Productivity in the City of Baybay Using the BIDANI Strategy: Academe-ATI-LGU Partnership in Testing Extension Modalities   | 11/24/15                                      | 11/24/15   | 8               | Technical   | College of Agriculture and Food Science, Visayas State University & Agricultural  |
|     | First Annual Regional Conference on Climate Change, Research, Development and Extension  | 10/14/15                                      | 10/16/16   | 24              | Technical   | Visayas State University  |
|     | Final Report Writeshop and Training on Organic Pest Management   | 9/15/15                                       | 9/17/15    | 24              | Technical   | University of the Philippines, Los Banos, Laguna & Dept. of Agriculture-Bureau of                                       |
|     | Evaluation of Soil Microbial Functions for Sustainable Agriculture   | 9/3/15  | 9/3/15     | 3               | Technical   | Visayas State University  |
|     | Evaluation and Utilization of Rice as Ruminant Feeds   | 9/3/15  | 9/3/15     | 2               | Technical   | Visayas State University  |
|     | Validation Conference for the COE/COD Application for Agriculture  | 7/24/15                                       | 7/24/15    | 8               | Technical   | CHED, Technical Committee for Agriculture, CP Garcia Ave. Diliman,  |
|     | Higher Education for Sustainable Agriculture (HESA) and Food Security in the Philippines: An Academic-Government Dialogue & National HESA NC III in Agricultural Crops Production Training | 7/22/15                                       | 7/23/15    | 16              | Technical   | Regional SIANI-HESA Expert Group  |
|     | Seminar on Bayesian Belief Network Models to Analyze and Predict Ecological Water Quality for Rivers   | 5/22/15                                       | 5/28/15    | 40              | Technical   | Agricultural Training Institute-RTC-8   |
|     | Seminar-Workshop on the Implementation of Outcomes-Based Education (OBE)   | 5/5/15  | 5/5/15     | 3               | Technical   | Visayas State University  |
|     | Project Midterm Review and Training Workshop on Statistical Analysis and Organic Seed Production   | 5/4/15  | 5/5/15     | 16              | Technical   | Visayas State University  |
|     | Seminar on Innovation and Productivity: Towards Organizational Excellence  | 4/28/15                                       | 4/30/15    | 24              | Technical   | University of the Philippines, Los Banos, Laguna & Dept. of Agriculture-Bureau of Agricultural Training Institute-RTC-8 |
|     | Consultation on Curriculum Development for the Ladderized Scholarship Program  | 2/23/15                                       | 2/24/15    | 16              | Managerial  | Agricultural Training Institute-RTC-8   |
|     | National Conference on the Presentation of Sample or Suggested Curricula for BS Agriculture, BS Fisheries, BS Forestry and Doctor of Veterinary Medicine                                   | 1/7/15  | 1/9/15     | 24              | Technical   | Agricultural Training Institute-NTC   |
|     | Agricultural Training-Workshop on Organic and Diverse Farming – Resource Speaker (Organic Rice-Based and Diverse Farming for a Sustainable   | 11/28/14                                      | 11/28/14   | 8               | Technical   | Commission on Higher Education  |
|     |  | 10/2/14                                       | 10/4/14    | 24              | Technical   | CDRC; Diakonie; LCDE  |

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES                          | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full)  | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)                 |
|-----|---|-----|---|-----|---|
|     | Computer literate, playing table tennis, gardening  |     | For 25 years of continuous and dedicated service to the Visayas State University for the period May 20, 1991-May 19, 2016 (September 30, 2016)  |     | Associate Member-National Research Council of the Philippines (July 2016) |
|     | Analyze data using Statistical Analysis System (SA) |     | Publication Incentive Award 2014  |     | Full Member-Organic Agriculture Society of the Philippines (OASP), Inc.   |
|     |   |     | 1st Place, Best Paper Award (Applied Research Category)   |     | Visayas State University Faculty Association                              |
|     |   |     | Loyalty Award for 25 years of continuous and dedicated service to VSU   |     | Philippine Society of Soil Science Technology (PSST), Inc.                |
|     |   |     | Academic Excellence Award for obtaining the highest Grade Weighted Average (GWA) among Graduating PhD students of the Crop Science Cluster Class 2011, University of the Philippines, |     | Gamma Sigma Delta Honor Society of Agriculture                            |
|     |   |     | Plaque of Recognition for Dedicated Guidance of and Assistance to the Outstanding Batek Tobacco Grower in the Visayas for CY 1997-1998  |     | Weed Science Society of the Philippines                                   |
|     |   |     |   |     | Crop Science Society of the Philippines                                   |
|     |   |     |   |     | Philippine Society for Lactic Acid Bacteria, Inc.                         |

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| SIGNATURE |  | DATE | 04/25/2017 |
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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. Victor B. Asio        | CAFS, VSU, Visca, Baybay City, Leyte | 563-7435 |
| Prof. Ed Allan L. Alcober | DA, VSU, Visca, Baybay City, Leyte   | 563-7636 |
| Dr. Ruth O. Escasinas     | DA, VSU, Visca, Baybay City, Leyte   | 563-7636 |


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 cases/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: V000444


ID/License/Passport No.: Agriculturist

Date/Place of Issuance: 3/5/2016 Tacloban City

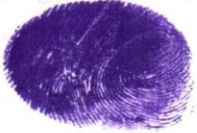
  
Signature (Sign inside the box)

04/25/2017

Date Accomplished




Berta C. RATILLA



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYSING C. GUINOCOR  
NOTARY PUBLIC  
UNTIL DECEASE

Person Administering Oath

PTRO-9-2859 - BAYBAY/LEYTE - 3/12/17  
IBP 1030424 - TACLOBAN CITY - 12/19/16  
MCLE COMP. NO. V-0007522-07/20/15  
ROLL OF ATTORNEYS NO. 57467

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