CS Form No. 212 Revised 2017	PERSO	NAL DAT	A SH	IEET	- and the same				
WARNING: Any microprocents	ation made in the Personal Data Sheet and the					iminal case/s agai	not the nerce	n concerno	
	TO FILLING OUT THE PERSONAL DATA SHE				istrative/cri	illilliai Case/s agai	rist the perso	on concerned	
	s ( ) and use separate sheet if necessary. Indicate it			27	1. CS ID No.	Professional	(Do not fill up.	For CSC use on	
I. PERSONAL INFORMATION	ON								
2. SURNAME	UMPAD				The second leaves that the second				
FIRST NAME	MA. ELSA				NAME EXTENSION (JR., SR) NA				
MIDDLE NAME	MAGALLANES	AND THE PROPERTY OF THE PARTY O	1	ranton in the second of		TO COLUMN THE STREET		a constituent de seguir desc	
3. DATE OF BIRTH								- Great	
(mm/dd/yyyy)	December 5, 1966	16. CITIZENSHIP			✓ Filipino ☐ Dual Citizenship ☐ by hirth ☐ by naturaliza				
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship,			Pls. indicate country:				
5. SEX	☐ Male ☑ Female	please indicate the details.							
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS		501		Riz	zal Extension	n	
	☐ Widowed ☐ Separated	Control of the contro	Но	use/Block/Lot No	), Secretary mark may		Street	tome accession	
	Other/s:			ubdivision/Village			Barangay		
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8. WEIGHT (kg)	49	ZIP CODE				6541	SEVAC BVI	ii. 130M	
9. BLOOD TYPE	O THE REPORT NOT THE	18. PERMANENT ADDRESS	Но	501 use/Block/Lot No	0.6115.6	Riz	zal Extension Street	n	
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11. PAG-IBIG ID NO.	1700-0026-3905			Ormoc C			Leyte		
12. PHILHEALTH NO.	13-000014287-6	ZIP CODE	City/Municipality		neger 2	Province 6541			
13. SSS NO.	NA	10 TELEDHONE NO	(13)	Cica Linus	VIVIT WIT	NA	103 , via 1019	20010	
9 I make read	100 A 100 B 100 A	19. TELEPHONE NO.			top apart on spati songine 1 (4) W 17 Hat 1910				
14. TIN NO.	140-031-919	20. MOBILE NO.	09954713935						
15. AGENCY EMPLOYEE NO.	V000524	21. E-MAIL ADDRESS (if any)		HORO BY	elsa.ump	ad@vsu.edu.	<u>ph</u>	3108,	
II. FAMILY BACKGROUNE							les es e		
22. SPOUSE'S SURNAME	UMPAD	NAME EXTENSION (JR., SR) NA	23. NAME of CH			list all)		TH (mm/dd/yyyy	
FIRST NAME	RUDULFO			RUDELAIZA ANNE M. UMPAD				May 25, 1989	
MIDDLE NAME								August 1, 1992	
OCCUPATION	Private Employee		RODEL JOS	SHUA M. UI	WPAD	same and the same	July 10, 20	01	
EMPLOYER/BUSINESS NAME	OCCCI				7 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			-	
BUSINESS ADDRESS	Ormoc City		COUNTY AND THE PARTY OF THE PAR	Marie VI Service Accounts		AND THE RESIDENCE OF THE PARTY	trended at 2 percent of the percent of the		
TELEPHONE NO.	NA								
24. FATHER'S SURNAME	MAGALLANES	NAME EXTENSION		54.624 1.754 (28.44 (4)4 ).	Antiques of the Control				
FIRST NAME	ERNESTO	(JR., SR) NA							
MIDDLE NAME	SEGOVIA								
25. MOTHER'S MAIDEN NAME									
SURNAME	BACENSE			and the contract of		11 10 10 10 10 10 10 10 10 10 10 10 10 1			
FIRST NAME	FRANCISCA							enderwind in the surface and	
MIDDLE NAME	JALIPA			(C	ontinue on se	eparate sheet if neces	sary)		
III. EDUCATIONAL BACK	GROUND		1 400						
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRI (Write in full)	EE/COURSE	PERIOD OF /	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHII ACADEMIC HONORS RECEIVED	
ELEMENTARY	ORMOC CITY CENTRAL SCHOOL	Elementary graduate		1973	1979	Graduated	1979	w/honors	
SECONDARY	ORMOC CITY HIGH SCHOOL	High School graduate		1979	1983	Graduated	1983	NA	
VOCATIONAL / TRADE COURSE	NA								
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BS AGRICULTURE	aun'i co Y	1983	1987	Graduated	1987	NA	
GRADUATE STUDIES	VISAYAS STATE COLLEGE OF AGRICULTURE	MS AG. EXTENSION	er, verilenerrine	1993	2000	30 units (undergraduate)	NA BOUT	NA	
		(Continue on separate sheet if nec	essary)	1					
SIGNATURE	apomm			DA	TE	Ju	ine 16, 2025	5	

7 CAPEED	SERVICE ELIGIBI		with many to the first of	DATE OF	TENEGRAL OF		•	LICENSE (if a	pplicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			RATING DATE OF		PLACE OF EXAMINAT	ION / CONFER	RMENT	NUMBER	Date of Validity
Ca	reer Service Profe	essional	79.26	July 26, 1987	Tacloba	Tacloban City		NA	NA
		and a state of the							
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	noisnet), Alas XI			hou day ya walaasa	V Astre V	Sko			
WARKE	XPERIENCE		(Contir	nue on separate sheet if n	ecessary)				
		Start from your red	ent work) Descr	iption of duties shou	ld be indicated in the	attached W	CHEMINIT	rience sheet.	
	SIVE DATES n/dd/yyyy)  To	POSITION (Write in full/Do no		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	JOB/ PAY GRADE (if applicable) & STEP (Format *00- 0*)/	STATUS OF APPOINTMENT	GOV'T SERVICI (Y/N)
1	Feb 15, 1998	Science	Aide	PhilRootcrops, VSU		6775.20	INCRÉMEN T SG4	Contractual	Y
9	Mar 24, 2010	Science Resear		PhilRootcrops, VSU		11275.00	SG9	Contractual	Υ
ar 25, 2010	Jan 31, 2016	Science Resear	ch Assistant	PhilRoote	12469.00	SG9	Permanent	Y	
eb 1, 2016	Dec 19, 2021	Administrative	Officer II	PhilRoote	25643.00	SG 11	Permanent	Υ	
ecember 0, 2021	October 15, 2024	Administrative	Officer IV	Office of the	36619.00	SG 15	Permanent	Υ	
ct 16, 2024	June 15, 2025	Administrative	Officer V	Office of the President, VSU		49015.00	SG 18	Permanent	Υ
-	or if taugo/ij un vice vice	CAPACI CAPACI	a w sekalanda					MARS	
							2020	HANNESS AND SOLVE	sava 1
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SIGNA	TURE	apmum	FF-37	MC/SM-TX3 S/A	DATE	BREIJL	June	e 16, 2025	10176

29. NAME & ADDRESS OF ORGA	NIZATION	INCLUSIVE DATES		THEY MAD THE	POSITION / NATURE OF WORK	
(Write in full)		(mm/dd/yyyy) From To		NUMBER OF HOURS		
A						
On 50	AN FE			Y (pesseld	di mara Di milit	somewell tech to object per floori and nebby object.
Dr. [3]					Needs'to averture	
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/II. LEARNING AND DEVELOPMENT (L&D)						
Start from the most recent L&D/training program and incl	ude only the relevant L&D/traini	1018		r Division ChiefÆ	kecutive/Manageri	al positions)
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		(mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/	CONDUCTED/ SPONSORED BY
				NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in full)
efresher Course and Retooling Exercixes on ISO	Internal Quality Audit	From Aug 20, 2024	To Aug 20, 2024	8	Technical	Visayas State University
Supervisory Development Course (SDC) Track 28	Oct 9, 2023	Oct 13, 2023	₱ 40.00		Civil Service Commission Region 8	
alues Critical Components of Enhance Performar ourse on Strengthening Integrity and Accounatbil	Oct 12, 2022	Oct 14, 2022	24.0	Supervisiory	Personnel Officers Association of the	
andemic	Dec 2, 4, 2020	Dec 9, 2020	24.0	Supervisory	Civil Service Commission Region 8	
ntroduction to Remote Auditing	WYES own double forunty	Nov 4, 2020	Nov 5, 2020	16.0	Technical	TUV Rhienland
nternal Audit Training Workshop	April 12, 2019	87-12002	8.0	Technical	TUV Rheinland	
ransformational Leadership in a Changing Enviro	Oct 16, 2018	Oct 19, 2018	30.0	Supervisory	Personnel Officers Association of the Philippines (POAP)	
raining on Techniques of High Performance Liqui	Sept 9, 2018	Sept 10, 2018	16.0	Technical	Molave Trading	
eminar Workshop on the 2017 ORA OHRA	May 9, 2018	May 10, 2018	16.0	Supervisory	Civil Service Commission Region 8	
SEAN Cassava Breeders Meeting	Dec 3, 2017	Dec 6, 2018	36.0	Technical	Centro Internacional dela Agricultura Tropical	
Prientation on PRIME-HRM	Aug 24, 2017	appointed.	8.0	Supervisory	Civil Service Commission Region 8	
PhilGEPS Buyers Training	en de la composição de la Composição de la composição de	May 25, 2017	May 26-2017	16.0	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
eave Administration Training Course for Effective	Sept 27, 2017	Sept 28, 2018	16.0	Technical	Civil Service Commission Region 8	
ull Length Training Course on Government Refor	n Act and its Revised IRR	May 3, 2017	May 5, 2017	24.0	Technical	Department of Budget and Managen Reg 8
nternal Quality Audit Training Course	0000 303 620	Jan 23, 2017	Jan 25, 2017	24.0	Technical	AGF Auditing Firm
Procurement Planning Workshop		Sept 13, 2016	Light and Sign	8.0	Technical	Visayas State University
lational Workshop on Invasive Pests and disease	s of Cassava	Mar 14, 2016	Mar 17, 2016	32.0	Technical	Centro Internacional dela Agricultura
SO 9001:2008 Orientation and Writeshop		Oct 5, 2015	7: URS 14: S/6:S0.5.1	8.0	Technical	Tropical Visayas State University
raining Workshop on Dynamic Classrooms for Sc	ciology Teachers	Apr 26, 2015	Apr 30, 2015	40.0	Technical	Visayas State University
James of Straining States of the Oct.	prosenting the section of the Control of the Contro	1, 120, 2010			And the second s	
	(Con-	tinue on separate s	sheet if nacassan	100	MULTINETE	II AI US ATA YO
VIII. OTHER INFORMATION	Contraction	THE LOSS OF	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
	1 22	NON-ACADEMIC [	DISTINCTIONS / RE	ECOGNITION	- Fire of Strain	MEMDERORIP IN
31. SPECIAL SKILLS and HOBBIES  Reading, Cooking, Travelling	32. 2020 CSC PAGASA Grou	al explanation that was the	33. ASSOCIATION/ORGANIZATION (Write in full) LSU-Administrative Personnel			
espolo in those of a Citabania	2021 VSU Administrative	Association				
		A The	S AMERICAN CONTRACTOR	2 and 10 / 20 - 11 / 20 at 5 at 10 / 20 at 1		
		S HVOZEV NSEVA	45 7 255	100		
		Director, Legal Allains	o talancia e e con a del Celto, est ciam e e del			
	(Con	tinue on separate	sneet if necessary	)		
SIGNATURE	aponum			l	ATE	June 16, 2025

34. Are you related by consanguinity or affinity to the appointing or recommend		and the second s				
chief of bureau or office or to the person who has immediate supervision or	er you in the Office,	SHOUTH S IN				
Bureau or Department where you will be apppointed,			and or works)			
a. within the third degree?     b. within the fourth degree (for Local Government Unit - Career Employees)		YES	✓ NO			
b. within the fourth degree (for Local Government Unit - Career Employees	β	☐ YES	✓ NO			
a. Have you ever been found guilty of any administrative offense?		YES	✓ NO			
		If YES, give details:				
b. Have you been criminally charged before any court?	☐ YES	√ NO				
D. Have you been diminish charged bollow any count.	If YES, give details:					
	Date Filed:					
36. Have you ever been convicted of any crime or violation of any law, decree,	Status of Case/s:					
30.	If YES, give details:	✓ NO				
37. Have you ever been separated from the service in any of the following mod		☐ YES	✓ NO			
dismissal, termination, end of term, finished contract or phased out (abolitio	n) in the public or private sector?	If YES, give details:	CHANGE OF THE PROPERTY OF THE			
38. a. Have you ever been a candidate in a national or local election held within	☐ YES	✓ NO				
Massaru eald as way to meat a	The majages of such	If YES, give details:				
b. Have you resigned from the government service during the three (3)-more	nth period before the last election to promote/actively	YES NO				
campaign for a national or local candidate?		If YES, give details:				
39. Have you acquired the status of an immigrant of permanent resident of and	ther country (	YES If YES, give details (country	A).			
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for D	isabled Persons (RA 7277); and (c) Solo Parents	II 1EO, give details (count)	y). pailbad al mast a appearing			
Welfare Act of 2000 (RA 8972), please answer the following items:	0.3 3,4.61					
a. Are you a member of any indigenous group?	0.05 0.05 61.00] 6100 81.70]	☐ YES	NO Complete Services and Services Complete Servi			
Fig. 1. Sept. Fig. 1.		If YES, please specify:				
b. Are you a person with disability?	186510 (16 (Se) 10 2916 (160 )	YES please specify ID No:	☑ NO			
c. Are you a solo parent?	FIGURE STAND FILE STAND	If YES, please specify ID No:	Seminar Wadishim on the 2017 CRA DHRA			
C. Ale you a solo parent:	1000 8100 Per 8 2018 1850	YES If YES, please specify ID No:	ON Sasagva Brendara Meating			
Service Cade Cade Cade Cade Cade Cade Cade Cad	Land Land		Print Publish no moretrano			
41. REFERENCES (Person not related by consanguinity or affinity to	applicant /appointee)		N. D.F. SHITTAN DOLLAR SHOWN			
NAME (A)	ADDRESS	TEL. NO.				
Dr. Erlinda A. Vasquez	PhilRootcrops, VSU, Baybay City, Leyte	053 563 7229	A eyse.			
Ms. Lisa I. Arce	PhilRootcrops, VSU, Baybay City, Leyte	053 563 7229	nt Relax			
Dr. Allen Glennie P. Lambert	Office of the President, VSU, Baybay City, Leyte	053 565 0600				
42. I declare under oath that I have personally accomplished this Per	rsonal Data Sheet which is a true, correct and		encons			
pursuant to the provisions of pertinent laws, rules and regulat head/authorized representative to verify/validate the contents sta			MA. ELSA M. UMPAD			
document and its attachments shall cause the filing of administrativ		illation made in the				
			PHOTO			
denount date es yeav) — escentee i	TOUR BLUE DE GAT THEE REPORTS	tus et (train)				
License, etc.)  Cie. Passport, GS15, SS5, PKC, Drivers  PLEASE INDICATE ID Number						
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Government Issued ID: UMID	Government Issued ID: UMID					
ID/License/Passport No.: 006-0017-7029-4	Signature (Sign inside the	e box)				
Date/Place of Issuance: Maasin City	130	CERRON ENERGIA DA DE 18				
Lenguage Paulic reint nbA-121	Date Accomplished		Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	<b>1 6 JUL 2025</b> , affiant exhib	biting his/her validly issued gove	rernment ID as indicated above.			
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The first of the second of the control of the second of th	Person Administering Oath	<u> </u>				

## **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: October 16, 2024 June 11, 2025
- Position: Administrative Officer V
- Name of Office/Unit: Office of the President
- Immediate Supervisor: Prose Ivy G. Yepes
- Name of Agency/Organization and Location: Visayas State University
  - List of Accomplishments and Contributions (if any)
    - o Help and facilitate in the preparation and packaging of documents for VSU awards
  - Summary of Actual Duties
    - Responsible for the implementation and management of the administrative functions
      of the office such as frontline services and other services offered, overseeing the
      performance of the administrative staff under the office, mentoring, coaching and
      motivating the staff to perform best in their respective functions
    - Serves as ISO 9001:2015 internal auditor of VSU
    - Serves as member of the Non-Academic Personnel Board
- Duration: December 20, 2021 October 15, 2024
- Position: Administrative Officer IV
- Name of Office/Unit: Office of the President
- Immediate Supervisor: Edgardo E. Tulin & Prose Ivy G. Yepes
- Name of Agency/Organization and Location: Visayas State University
  - List of Accomplishments and Contributions (if any)
    - Help and facilitate in the preparation and packaging of documents for VSU awards
  - Summary of Actual Duties
    - Responsible for the implementation and management of the administrative functions
      of the office such as frontline services and other services offered, overseeing the
      performance of the administrative staff under the office, mentoring, coaching and
      motivating the staff to perform best in their respective functions
    - Serves as ISO 9001:2015 internal auditor of VSU
    - o Serves as member of the Non-Academic Personnel Board
- Duration: February 1, 2021 December 19, 2021
- Position: Administrative Officer II
- Name of Office/Unit: Extension and Socioeconomics Division, PhilRootcrops
- Immediate Supervisor: Dr. Julieta R. Roa & Dr. Marcelo A. Quevedo
- Name of Agency/Organization and Location: Visayas State University
  - List of Accomplishments and Contributions (if any)
    - Help and facilitate in the preparation and packaging of documents of PhilRootcrops personnel for the CSC HAP awards (in which PhilRootcrops produced Presidential Lingkod Bayan (national and regional) and Pagasa (regional group category)
    - Other awards such as Tanglaw Award for PhilRootcrops in 2019 by DOST-PCAARRD
  - Summary of Actual Duties

- Responsible for the implementation and management of the administrative functions
  of the office such as frontline services and other services of the office, overseeing the
  performance of the administrative staff under the office, mentoring and coaching and
  motivating to perform best in their respective functions
- Serve as ISO 9001:2015 internal auditor of VSU
- Duration: March 25, 2010 to January 31, 2016
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-economic Division, PhilROotcrops
- Immediate Supervisor: Dr. Julieta R. Roa & Dr. Marcelo A. Quevedo
- Name of Agency/Organization and Location: Visayas State University
  - List of Accomplishments and Contributions (if any)
    - Facilitate in the dissemination of PhilRootcrops technologies through conduct of trainings and conduct of extension cum research projects
  - Summary of Actual Duties
    - Serve as training facilitator /coordinator for PhilRootcrops initiated trainings, seminars and symposiums; prepares training designs and training reports / activity reports
    - Serve as Research assistants for extension cum research projects of PhilRootcrops with tasks that includes preparation of travel reports, training reports and other reports required by funding agencies
- Duration: February 16, 1998 to March 24, 2010
- Position: Science Research Assistant
- Name of Office/Unit: Production Division, PhilRootcrops
- Immediate Supervisor: Dr. Fernando A. Evangelio and Ms. Cynthia V. Godoy
- Name of Agency/Organization and Location: Visayas State University
  - Summary of Actual Duties
    - Serve as Research assistant for projects under the Production Division of PhilRootcrops in which tasks includes preparation of travel reports, terminal reports and other reports required by funding agencies
    - o Data gathering (field and laboratory data) and statistical analysis computation
- Duration: August 16, 1988 to February 15, 1998
- · Position: Science Aide
- Name of Office/Unit: Production Division, PhilRootcrops
- Immediate Supervisor: Dr. Fernando A. Evangelio and Ms. Cynthia V. Godoy
- Name of Agency/Organization and Location: Visayas State University
  - Summary of Actual Duties
    - Serve as Science aide for projects under the Production Division of PhilRootcrops in which tasks includes preparation laboratory analysis of soil and plant tissue samples and statistical computation of data

MA. ELSA M. UMPAD
Signature over Printed Name of Employee / Applicant