

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	OMPOD		
FIRST NAME	GERALD	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1997	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	MATAG-OB, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	NARRA COTTAGE NONE House/Block/Lot No. Street VSU LOWER CAMPUS PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.69	ZIP CODE	6521
8. WEIGHT (kg)	74		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	NONE NONE House/Block/Lot No. Street TRU-CUT STO. ROSARIO Subdivision/Village Barangay MATAG-OB LEYTE City/Municipality Province
10. GSIS ID NO.	2006371372	ZIP CODE	6532
11. PAG-IBIG ID NO.	121277743499		
12. PHILHEALTH NO.	13-252631049-0	19. TELEPHONE NO.	N/A
13. SSS NO.	34-9995744-4	20. MOBILE NO.	0950-840-1065
14. TIN NO.	605-418-859-0000	21. E-MAIL ADDRESS (if any)	gerald.ompod@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02117		

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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	OMPOD			
FIRST NAME	ROME	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	TORILLAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	DECIO			
FIRST NAME	MICHELLE			
MIDDLE NAME	MORE		(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	SAN VICENTE ELEMENTARY SCHOOL	ELEMENTARY	2004	2010	N/A	2010	VALEDICTORIAN
SECONDARY	MATAG-OB NATIONAL HIGH SCHOOL	SECONDARY	2010	2014	N/A	2014	1ST HONORABLE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	2014	2019	N/A	2019	DOST-SEI
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	
		July 01, 2024	



## IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 01, 2024
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)


## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate (MS Word, MS Excel, MS Powerpoint, etc.)	N/A	Philippine Society of Agricultural and Biosystems Engineers
Structure Design using Computer-Aided Drafting (AutoCAD)		
Photoshop Editing		
Reading Books		
Playing Basketball		
Singing		


(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 01, 2024
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41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. BAYRON S. BARREDO	TACLOBAN CITY, LEYTE	0951 511 2133
DR. ROBERTO C. GUARTE	BAYBAY CITY, LEYTE	0999 172 3334
ENGR. JESSIE JAMES LAYAN	BAYBAY CITY, LEYTE	0919 612 9545

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.



GERALD T. AMOROSO

SUBSCRIBED AND SWORN to before me this 3rd day of July 2024, affiant exhibiting his/her validly issued government ID as indicated above.

  
J. RYAN C. CURDSON  
VSO Utah 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

- Duration: August 03, 2023 – Present
- Position: Instructor 1 (Temporary-Regular)
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
  - Prepare learning materials for the classes assigned.
  - Conduct classes as scheduled, and/or make-up classes in case of absence or officially declared class suspensions,
  - Employ varied teaching strategies to enhance the student learning,
  - Maintain an updated and orderly class record of all classes handled,
  - Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
  - Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
  - Attend to student queries and other class-related concerns even outside class hours,
  - Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
- Duration: September 23, 2021 – June 23, 2023
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
  - Prepare learning materials for the classes assigned.
  - Conduct classes as scheduled, and/or make-up classes in case of absence or officially declared class suspensions,
  - Employ varied teaching strategies to enhance the student learning,
  - Maintain an updated and orderly class record of all classes handled,
  - Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
  - Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
  - Attend to student queries and other class-related concerns even outside class hours,
  - Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
  - Pass clearance at the end of semester.

  
GERALD D. OMPOD

(Signature over Printed Name  
of Employee/Applicant)

Date: July 01, 2024