

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.

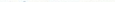
1. CS ID No.		(Do not fill up. For CSC use only)	
I. PERSONAL INFORMATION			
2. SURNAME		SUBERE	
FIRST NAME		MARIA VERJIE	
MIDDLE NAME		QUINTERO	
3. DATE OF BIRTH (mm/dd/yyyy)		7/20/1976	
4. PLACE OF BIRTH		BAYBAY, LEYTE	
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
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:	
7. HEIGHT (m)		1.48	
8. WEIGHT (kg)		41	
9. BLOOD TYPE		B	
10. GSIS ID NO.		2003896952	
11. PAG-IBIG ID NO.		1700-0032-6204	
12. PHILHEALTH NO.		13-000089572-6	
13. SSS NO.		NA	
14. TIN NO.		901-112-999	
15. AGENCY EMPLOYEE NO.		V00687	
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:	
17. RESIDENTIAL ADDRESS		House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
18. PERMANENT ADDRESS		House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521	
19. TELEPHONE NO.		(053) 563 1306	
20. MOBILE NO.		09082581294	
21. E-MAIL ADDRESS (if any)		vsubere@vsu.edu.ph	
II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME		NA	
FIRST NAME		NA	
MIDDLE NAME		NA	
OCCUPATION		SCIENCE RESEARCH ASSISTANT	
EMPLOYER/BUSINESS NAME		VISAYAS STATE UNIVERSITY	
BUSINESS ADDRESS		VISCA, BAYBAY CITY, LEYTE	
TELEPHONE NO.		(053) 563 0600 loc 1000	
24. FATHER'S SURNAME		SUBERE	
FIRST NAME		VERONICO	
MIDDLE NAME		SERILO	
25. MOTHER'S MAIDEN NAME		QUINTERO	
SURNAME		JOSEFINA	
MIDDLE NAME		BUTAWAN	
		(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			
ELEMENTARY		ViSCA Foundation Elementary School	
SECONDARY		Expermental Rural High School	
VOCATIONAL / TRADE COURSE		NA	
COLLEGE		Visays State College of Agriculture	
GRADUATE STUDIES		Visayas State University	
		(Continue on separate sheet if necessary)	
SIGNATURE		DATE	
		June 1, 2025	

IV. CIVIL SERVICE ELIGIBILITY						
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
	PD 907 - Honor Graduate	NA	4/1/1997	Visays State College of Agriculture	NA	4/1/1997
	RA 1080 - Agriculturist		7/1/2008	Tacloban, Leyte	0008500	10/1/2008

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

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[illegible]

SIGNATURE		DATE	June 1, 2025
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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		
	NA	NA	NA	NA	NA

(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			
	Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012, and Privacy Impact Assessment for Visayas State University Personnel	05/28/25	05/28/25	7.0	Management	Human Resource Management Division
	Orientation on the BOR Approved Internal Audit Framework	05/23/25	05/23/25	7.0	Management	Human Resource Management Division
	Training Workshop on Preparation of Gender Responsive Research and Extension Proposals	05/21/25	05/22/25	16.0	Tehnical	OVPREI and Gender Resource Center
	Fostering Psychosocial Safety in the Workplace	04/30/25	04/30/25	7.0	Management	HRMD
	Re-Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services (AS)	04/08/25	04/08/25	8.0	Management	Human Resource Management Division
	DOST Visayas Cluster Call Conference	01/17/25	01/17/25	7.0	Technical	DOST Visayas
	Seminar-Workshop on Cultural Mapping of VSU's Heritage Properties	03/14/24	03/15/24	16.0	Management	Center for Culture and Arts. VSU
	2022 International Food Value Chain Webinar and Workshop	09/12/22	09/16/22	16.0	Technical	VSU and Ministry of Agriculture, Forestry and Fisheries (Japan)
	RA 11313: The Safe Spaces Act	12/08/21	12/08/21	2.0	Technical	GAD Office
	Plant Tissue Culture and Molecular Biology: Techniques and Application	12/07/21	12/07/21	2.0	Technical	Department of Horticulture, VSU
	6th National Research and Development Conference Webinar	11/10/21	11/10/21	6.0	Technical	Department of Science and Technology (DOST)
	R Software Introduction to Horticulture	11/05/21	11/05/21	2.0	Technical	Department of Horticulture, VSU
	Training Workshop on Principles of Health Research Ethics and Good Clinical Practice	10/19/20	10/19/20	24.0	Technical	Eastern Visayas Health Research and Development Consortium-DOST VIII






(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)
	DANCING, READING, FOOD ART, PHILATELY		Best Administrative Support Staff of the Year Award (August 10, 2014)		LSU Administrative Personnel Association (LSU AdPA)
					VisCA Alumni Association
					Viscan High School Alumni Association, Inc. (VHSAAI)
					ViFES Alumni Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/1/2025
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Dr. JOSE L. BACUSMO</td><td>Baybay City</td><td>09486906880</td></tr><tr><td>DR. ROSA OPHELIA D. VELARDE</td><td>Inopacan, Leyte</td><td>0977 387-3550</td></tr><tr><td>DR. IVY C. EMNAGE</td><td>VSU</td><td>563-0600 1154</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. JOSE L. BACUSMO	Baybay City	09486906880	DR. ROSA OPHELIA D. VELARDE	Inopacan, Leyte	0977 387-3550	DR. IVY C. EMNAGE	VSU	563-0600 1154		
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<p>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.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Driver's License</td></tr><tr><td>ID/License/Passport No.:</td><td>HO3-03-050609</td></tr><tr><td>Date/Place of Issuance:</td><td>07/20/2023, Baybay City, Leyte</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:	Driver's License	ID/License/Passport No.:	HO3-03-050609	Date/Place of Issuance:	07/20/2023, Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 80px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">June 1, 2025</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center; margin-top: 20px;"> Right Thumbmark</div>		Signature (Sign inside the box)	June 1, 2025	Date Accomplished
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Signature (Sign inside the box)															
June 1, 2025															
Date Accomplished															
<p>SUBSCRIBED AND SWORN to before me this <u>04 JUL 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. KAREN ABIGAIL S. MONTERON VSU Director, Legal Affairs and Services Person Administering Oath</div>															



MARIA VERSTE Q. SUBERE
PHOTO

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: Mar. 4, 2024 – present
Apr. 1, 2007 – May 2021
- Position: Science Research Assistant
- Name of Office/Unit: Research Office
- Immediate Supervisor: Ivy C. Emnace
Rosa Ophelia D. Velarde (2007-2016, 2021)
Jose L. Bacusmo (2016-2020)
- Name of Agency/Organization and Location: Visayas State University, City of Baybay, Leyte
 - List of Accomplishments and Contributions (if any)
 - Established an easy filing and retrieval of project reports, terminal reports, and progress reports
 - Policy recommendations to improve M&E and research management
 - Came up with a personal version of database management for research in support to data needed for RDE awards and recognitions (Ugnay, Tanglaw, Civil Service and CHED's institutional Awards and other individual awards such Pantas, PARRFI Professorial Chair, etc.
 - Provided research data for AACUP accreditation of different academic programs.
 - Packaging and production of R&D reports/publication (R&D Technologies 2009).
 - Summary of Actual Duties
 - Facilitated the processing of research proposals for technical review for VSU funding as well as endorsement for external funding.
 - Active involvement in university activities as committee chair/ co-chair/ or member.
 - Assisted the Research Office in facilitating M&E activities (*R&D monitoring and Evaluation of implemented programs/projects/studies*).
 - Responsible for coordinating and facilitating R&D fora (*In-House Review and Evaluation, Cluster Review, and Regional RDE Symposium*), Seminar Series, trainings, and meetings.
 - Responsible in performing administrative, facilitative, and technical tasks e.g., endorsement of research proposals to the Technical Review Committee, provide research data required in institutional accreditation and of the different unit's academic programs, preparation and consolidation of quarterly reports; responds to queries, provided necessary R&D data as required in the R&D budget proposal and other stakeholders, coordinated the RDEI Seminar Series, supervision of office personnel works, and performs other related functions.


 MARIA VERJIE Q. SUBERE

(Signature over Printed Name
of Employee/Applicant)

Date: June 20, 2025