

PERSONAL DATA SHEET

705

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	BAÑOC		
FIRST NAME	ELMERA		NAME EXTENSION (JR., SR)
MIDDLE NAME	YBAÑEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	1/20/1979	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City	If holder of dual citizenship, please indicate the details.	Poland
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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Waling-waling House/Block/Lot No. Street Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.5 m	ZIP CODE	6521
8. WEIGHT (kg)	62 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Waling-waling House/Block/Lot No. Street Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	2004708382	ZIP CODE	6521
11. PAG-IBIG ID NO.	121038171133		
12. PHILHEALTH NO.	19-089618061-8		
13. SSS NO.	33-6146674-6	19. TELEPHONE NO.	053-5637458
14. TIN NO.	208-490-296	20. MOBILE NO.	09069269112
15. AGENCY EMPLOYEE NO.	V00887	21. E-MAIL ADDRESS (if any)	mhyrs_ed@yahoo.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)	Kyle Anthony Y. Bañoc	8/13/2002
MIDDLE NAME	N/A		Shane Marie Y. Bañoc	7/9/2005
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YBAÑEZ			
FIRST NAME	VIRILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FEBRIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PESCADERO			
FIRST NAME	EPIFANIA			
MIDDLE NAME	DATULAYTA			

(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	Binulho Elementary School	Primary Education	1986	1992		1992	Valedictorian
SECONDARY	Javier National High School	High School	1992	1996		1996	Valedictorian
COLLEGE	Visayas State University	Bachelor of Science in Development Communication major in Dev't Journalism	1996	2000		2000	College Honors
GRDUATE STUDIES	Visayas State University	Master of Science in Language Teaching	2011	2016		2016	

(Continue on separate sheet if necessary)


SIGNATURE		DATE	11/20/20
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[illegible]

## V. WORK EXPERIENCE










[illegible]

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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			
	VSU Credit Cooperative				Member	
	Kabalikat Civicom				Secretary General	
	Administrative Personnel Association (AdPA)				Secretary	
(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			
	Training on Technical Writing	5/29/2019	5/31/2019	16		DILG Cebu Province
	First International Conference on Interdisciplinary Research	4/11/2019	4/13/2019	24		COLEGIO DE SAN JUAN DE LETRAN
	Workshop on Proposal writing for FIESTA clustering	5/15/2019	5/16/2019	16		PCAARRD
	Training Course on Research & Development (R & D ) Project Implementation Management	9/4/2018	9/7/2018	24		VICARP-VSU
	Training on Knowledge Management	3/21/2018	3/23/2018	24		PCAARRD
	International Training on KM in Agriculture for small-scale farmers	5/8/2017	5/12/2017	40		PCAARRD
	Making a difference through celebrations: A knowledge Session on Corporate Event Mangement	4/20/2017	4/21/2017	16		PCAARRD
	Training on Knowledge Management	2/20/2017	2/24/2017	40		PCAARRD
	28 <sup>th</sup> Regional RDE Symposium	12/07/2016	12/08/2016	16		VICAARP-RRDEN-VSU
	Training /Workshop on Writing, Reviewing Research Papers for Peer-Reviewed Publications	10/03/2016	10/05/2016	24		VICAARP-VSU
	Training on how to Format and Present RDE Papers, and How to Make a Scientific Paper	09/15/2016	09/16/2016	16		VICAARP-VSU
	Seminar on the Philippine Technology Transfer Act of 2009 and the DOST Intellectual Property Policies for VSU researchers	09/15/2016	09/15/2016	8		VSU, DOST
	2016 PACE National Conference & General Assembly	06/01/2016	06/03/2016	36		VSU-DEVCOM
	Training on Event Management	04/12/2016	04/15/2016	24		PCAARRD
	Training /Workshop on Simple Bookkeeping, costing and pricing	06/04/2015	06/05/2015	16		VSU-VICARP
	26th Joint ViCARP-RRDEN Regional Symposium	03/17/2015	03/18/2015	16		VSU-ViCARP
	Planning Workshop on Yamang Lupa Program, Tacloban City	10/01/2014	10/01/2014	8		DA-RFO8
	Training-Workshop on Writing and Reviewing Research Articles for Peer-Reviewed Publications. Philrootcrops, VSU, Baybay City, Leyte.	12/11/2013	12/13/2013	24		VSU-PHERNET
	National Conference on Development Initiatives in the Philippine Marginal Uplands, VSU, Baybay City, Leyte.	10/22/2013	10/24/2013	24		VSU-PHERNET
	ICT Refresher and Web page Development Training for FITS Centers.	05/12/2012	05/12/2012	8		VSU-ViCARP
	Consultative Planning Workshop on Operationalizing BIDANI as an Extension Program/Project/Tool of the State Universities and Colleges.	10/22/2012	10/24/2012	24		VSU-OVPRE
	Training on Telling Stories through pictures (Photography) Series 1. OPVRE AV Room, VSU, Baybay City, Leyte.	11/28/2013	11/29/2013	16		VSU-OVPRE
	Renewable Energy Sources for Rural Development. VSU, Visca Baybay City, Leyte.	05/26/2012	05/26/2012	8		VSU
	Training on Dehydrated Jackfruit Processing. DFST Lecture Room, VSU, Visca Baybay City, Leyte.	03/08/2012	03/10/2012	24		VSU-JICA
	Seminar on Intellectual Property Rights (IPR). Philrootcrops Training Hall.	02/09/2012	02/09/2012	8		VSU
	Eastern Visayas Summit on Research, Development and Extension in Higher Education Institutions. Leyte Normal University, Tacloban City, Leyte..	11/18/2011	11/18/2011	8		VSU and LNU
	Inter-Agency Research and Development/Extension (RDE) Review-Cluster 4, Philrootcrops Training Hall, VSU, Visca Baybay City, Leyte.	05/04/2011	05/04/2011	8		VSU
(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)	
	Coordination & facilitation		Outstanding Administrative Staff, 2007 at Philadelphia High School, Manila		VSU Credit Cooperative	
	Word Processing				ADPA	
	Lay-outing				KABALIKAT CIVICOM	
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			
			11/20/20			



<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 checked="" 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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Jose L. Bacusmo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9192136283</td></tr><tr><td>Dr. Othello B. Capuno</td><td>VSU, Visca, Baybay City, Leyte</td><td>9219574017</td></tr><tr><td>Dr. Moises Neil Sereno</td><td>VSU, Visca, Baybay City, Leyte</td><td>5637458</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Jose L. Bacusmo	VSU, Visca, Baybay City, Leyte	9192136283	Dr. Othello B. Capuno	VSU, Visca, Baybay City, Leyte	9219574017	Dr. Moises Neil Sereno	VSU, Visca, Baybay City, Leyte	5637458
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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>VSU ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V0087</td></tr><tr><td>Date/Place of Issuance:</td><td>APRIL 2015</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	ID/License/Passport No.:	V0087	Date/Place of Issuance:	APRIL 2015	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Signature (Sign inside the box) 11/20/20 Date Accomplished</td></tr></table> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 11/20/20 Date Accomplished	 Right Thumbmark
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 Right Thumbmark													
<p>SUBSCRIBED AND SWORN to before me this <u>12/1/20</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer 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													



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## 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.

### Science Research Assistant

- Duration: April 1, 2015 – present
- Position: Science Research Assistant
- Name of Office/Unit: Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (VICARP)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Participated in the implementation of the quick response project to mitigate crisis brought by COVID-19 pandemic
  - Packaged Ugnay Award, resulted to garnered as the First Runner
  - Designed and developed proposals for funding
  - Contributed in the process of ISO 9001:2015 certification
  - Developed IEC materials
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support of consortium flagship programs; assists in the coordination of applied communication activities; acts as the recording secretary of the Region Eight Applied Communication Task Force (REACTF); assists the RCTU Coordinator in the monitoring and documentation of consortium activities/project; takes care of the Scientific Literature Services (SLS) of the consortium; updates the database of popularized R and D information; assists in the implementation of Technogabay in Region 8 and does other tasks the superiors may assign.

- Duration: March 2013 – March 2015
- Position: Project Technical Staff II
- Name of Office/Unit: Philippine Higher Education Network (PHERNet)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University (VSU)
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Takes charge in the facilitation of communication, reports, travel documents and other related business transaction documents of the projects; assists in facilitating activities, packaging and consolidating required reports and training modules for the different components of the program; facilitates administrative and financial transactions and submission of related reports in coordination with Accounting Office staff; performs other related tasks assigned by superiors.

- Duration: March 2010 – December 2012
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research and Extension (OVPRE)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University (VSU)
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Wrote, edit and lay-out IEC materials for extension services; participated in the conduct of the Farmers and Fisherfolk's Day; performed other related tasks assigned by superiors.

- Duration: September 2008 – March 2010
- Position: Science Research Assistant
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Sciences (ITEEM)
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: Visayas State University (VSU)
  - List of Accomplishments and Contributions (if any)
    - Developed videos and designed manuals on Rainforestation
  - Summary of Actual Duties
    - Facilitated training and monitoring activities nationwide; in-charge of the production of the Rainforestation Manual; took charge of the video production on the steps and process of Rainforestation Farming.

  
ELMERA Y. BANOC

(Signature over Printed Name  
of Employee/Applicant)

Date: January 1, 2021