

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	DUATIN		
FIRST NAME	FLORA MIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	YULORES		
3. DATE OF BIRTH (mm/dd/yyyy)	MAY 2,1961	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	PONTEVEDRA,CAPIZ	If holder of dual citizenship, please indicate the details.	
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:	17. RESIDENTIAL ADDRESS	1258 House/Block/Lot No. Street EMILIANA COMPOUND GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6521
8. WEIGHT (kg)	72	18. PERMANENT ADDRESS	1258 House/Block/Lot No. Street EMILIANA COMPOUND GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	0203851604128970	19. TELEPHONE NO.	63-53-563-8342
11. PAG-IBIG ID NO.		20. MOBILE NO.	09209835687
12. PHILHEALTH NO.	13-000015031-3	21. E-MAIL ADDRESS (if any)	floramiaduatn@vsu.edu.ph
13. SSS NO.			
14. TIN NO.	901-112-980		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			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.	
MIDDLE NAME	N.A.			
OCCUPATION	N.A.			
EMPLOYER/BUSINESS NAME	N.A.			
BUSINESS ADDRESS	N.A.			
TELEPHONE NO.	N.A.			
24. FATHER'S SURNAME	DUATIN			
FIRST NAME	ANDRES	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FABRO			
25. MOTHER'S MAIDEN NAME				
SURNAME	YULORES			
FIRST NAME	LILIA			
MIDDLE NAME	GOJIL			

(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	GABAS CENTRAL SCHOOL	Primary Education	Jun.1968	Mar.1974		1974	SALUTATORIA N
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL	High School Diploma	Ju.n1974	April.1974			SALUTATORIA N
COLLEGE	VISAYAS STATE UNIVERSITY(FORMERLY VISAYAS STATE COLLEGE OF AGRICULTURE)	BACHELOR OF SCIENCE IN AGRICLTURE MAJOR IN PLANT PROTECTION(WEED SCIENCE)	Jun.1978	April.1982		1982	
GRADUATE STUDIES	VISYAS STATE UNIVERSITY(formerly Leyte State University)	MASTER OF SCIENCE IN WEED SCIENCE MINOR IN BOTANY	Jun.1991	4/1/2001		2001	

(Continue on separate sheet if necessary)

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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 (# applicable)	
				NUMBER	Date of Validity
Agruculturist (Republic Act 8435)		January 20,2011	Tacloban City	12284	1/20/2011-6/17/2018
National Certificate (NC) II in Horticulture (AQ1 and TQ1)		April 25,2011	Tacloban City	1108030228141	4/25/2011 - 4/25/2016
National Certificate (NC) II in Horticulture		6/11/2010	Tacloban City	100803025074	6/11/2010-6/11/2015
National Certificate in Horticulture II (National TVET Trainer)		April 10,2012	Tacloban City	1211080311211208	4/10/2012 - 6/11/2015
Career Civil Service Professional Exam	71.2	July 18,1982	Tacloban City		
Diver's License (Non-Professional)				H03-96-026424	5/2/2002


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-00*) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2017	present	Associate Professor 2	Visayas State University	51155.00		Permanent	Y
1/1/2016	12/31/2016	Associate Professor 1	Visayas State University	39151.00		Permanent	Y
10/28/2011	12/31/2015	Associate Professor 1	Visayas State University	33859.00		Permanent	Y
6/1/2012	12/31/2014	Assistant Professor 4	Visayas State University	31351.00		Permanent	Y
10/28/2011	5/31/2012	Asisstant Professor 4	Visayas State University	28305.00	18-1	Contractual	Y
6/1/2011	10/27/2011	Instructor 1	Visayas State University	18333.00	12-1	Contractual	Y
6/24/2010	5/31/2011	Instructor 1	Visayas State University	16726.00		Contractual	N
7/1/2009	6/23/2010	Instructor 1	Visayas State University	15119.00		Contractual	Y
7/1/2008	6/30/2009	Instructor 1	Visayas State University	13512.00		Contractual	Y
7/1/2007	6/30/2008	Instructor 1	Visayas State University	12284.00		Contractual	Y
9/2/2002	6/30/2007	Instructor 1	Visayas State University	11167.00		Contractual	Y
7/1/2002	9/1/2002	Science Research Assistant	Visayas State University	9318.00		Contractual	Y
1/1/2000	6/30/2001	Science Research Assistant	Visayas State University	8874.00		Contractual	Y
7/1/1997	10/31/1997	Science Research Assistant	Visayas State University	8274.00		Contractual	Y
6/1/1994	6/30/1997	Science Research Assistant	GTZ (GermanTechnical Cooperation Agency)	3500.00		Contractual	Y
5/11/1991	5/31/1994	Graduate Research Assistant	Visayas State College of Agriculture	2000.00		Contractual	Y
1/1/1990	12/31/1990	Science Research Assistant	Visayas State College of Agriculture	3500.00		Contractual	Y
1/1/1988	12/31/1989	Research Assistant	Visayas State College of Agriculture	1795.35		Contractual	Y
7/1/1987	12/31/1987	Research Assistant	Visayas State College of Agriculture	1632.15		Contractual	Y
3/1/1987	12/31/1987	Research Assistant	Visayas State College of Agriculture	1305.65		Contractual	Y
7/1/1986	2/28/1987	Research Assistant	Visayas State College of Agriculture	1135.00		Contractual	Y
1/1/1985	6/30/1986	Research Assistant	Visayas State College of Agriculture	1032.15		Contractual	Y
5/1/1984	12/31/1984	Research Assistant	Visayas State College of Agriculture	938.30		Contractual	Y
2/1/1984	4/30/1984	Research Assistant	Visayas State College of Agriculture	853.00		Contractual	Y
1/1/1984	1/31/1984	Research Aide	Visayas State College of Agriculture	645.00		Contractual	Y
3/3/1983	12/31/1983	Research Aide	Visayas State College of Agriculture	610.00		Contractual	Y
12/6/1982	3/2/1983	Clerk Aide	Visayas State College of Agriculture	14.95		Casual	Y

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Christ Baptist Church (CBC), Guadalupe, Baybay City, Leyte			1.0	Sunday School Teacher-Teaches children ages 8-12 on spiritual things based on the Bible, teaches songs and games.
	Approved Workmen Are Not Ashamed (AWANA) International (Children's Organization), Guadalupe, Baybay City, Leyte			1.5	Game Director- conducts games during club meetings every Sunday afternoon

(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			
	Dynamic Classrooms for Sociology Teachers	April 27, 2015	April 30, 2015	32.0	Managerial	Ateneo De Manila, Institute of Social Research and Development Studies of the Visayas State University
	Abaca and Rubber Review	July 30, 2014	July 31, 2014	16.0	Technical	Philippine Council Philippine Council for Agriculture, Aquatic and Natural
	Training on Horticultural Research, Technology Development and Commercialization	June 25, 2013	June 28, 2013	32.0	Technical	Department of Agriculture Reg 8, Department of Horticulture of the Visayas State University
	Training Course on Formulating and Packaging Winning R and D Proposals	March 18, 2013	March 22, 2013	40.0	Technical	Philippine Council Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	Skills and Enhancement in Horticultural Crop Science and Technology	Dec 3, 2012	Dec 7, 2012	40.0	Technical	Department of Agriculture Reg 8 and Visayas State University
	Training on Abaca Tissue Culture	Oct 22, 2012	Oct 25, 2012	32.0	Technical	Philippine Council Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development, Department of Science
	43 Anniversary and Annual Scientific Conference	May 8, 2012	May 11, 2012	32.0	Technical	Department of Agriculture, Cagayan De Oro
	PAPTCB 8th Scientific Convention	April 23, 2012	April 28, 2012	48.0	Technical	Department of Agriculture Agrarian, Bureau of Agricultural Research, Philippine Rice Research Institute
	Round Table Discussions on Gender, Climate Change and Disasters: Learnings from the Field	May 8, 2012		8.0	Technical	Visayas Consortium for Agriculture and Resources Program, Visayas State University
	Eastern Visayas Summit on R D and E in Higher Education Institutions	Nov 17, 2012	Nov 18, 2012	16.0	Technical	Commission on Higher Education, Leyte Normal University
	Seminar/Workshop on Patent Search and Documentation	10/12/2011	Oct 14, 2011	24.0	Technical	Intellectual Property Philippines and Visayas State University
	Enhancement Trainers Methodology 1 Plus Course	Jan 19, 2011	Jan 24, 2011	42.0	Technical	Technical Education and Skills Development Authority
	2-Day TM Plus Preparatory Course	Jan 17, 2011	Jan 18, 2011	16.0	Technical	Technical Education and Skills Development Authority

(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)
	Plant Tissue Culture Techniques in Shoot and Meristem Tip Culture, another culture, somatic		Outstanding Rating for Teachers Performance awarded by the University Student Services Office and the University Supreme Student Council of the Visayas State University last		Philippine Association for Plant Tissue Culture and Biotechnology (PAPTCB)
	Flower arrangement		Teacher-Adviser one of the Top 3 Project on Life Science Team Category during the National Science and Technology Fair last Dec 2-6 2013 at Tagaytay International		Weed Science Society of the Philippines (WSSP)
	Sewing		Teacher-Adviser one of the Top 3 Project on Life Science Individual Category during the National Science and Technology Fair last Dec 2-6 2013 at Tagaytay International		Philippine Society for the Study of Nature (PSSN)
	Handicraft Making		One of the authors of the BEST Poster Award (Third Prize) during the 24th VICARRP and RRDEN Regional Development and Extension Symposium last November 21-23, 2012		Phytopathological Society of the Philippines (PPS)
			One of the Authors of the BEST POSTER during the Eastern Visayas Summit last November 17-18, 2011 held at the Leyte Normal University		Philippine Society for Microbiology (PSM)
			Major Author of the BEST POSTER PAPER AWARD of the Philippine Phytopathological Society during the 41st Pest Management Council of the Philippines Anniversary and Annual		

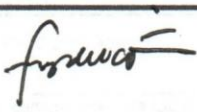

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. PACIENCIA P. MILAN	Guadalupe, Baybay City, Leyte	
DR. MANUEL K. PALOMAR	San Agustin, Baybay City, Leyte	
PASTOR JOSHUA JIREH S. SALOMON	Christ Baptist Church, Guadalupe, Baybay City, Leyte	
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.		



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: V000184 ID/License/Passport No.: Date/Place of Issuance:	<div> Signature (Sign inside the box) 7-8-19 Date Accomplished</div> <div> Right Thumbmark</div>
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SUBSCRIBED AND SWORN to before me this 09 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.	
<div> ATTY. RYSAN C. GUINOGOR Person Administering Oath</div>	