

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. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION			
2. SURNAME	MANIEGO		
FIRST NAME	MARY ROSE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MILLEZA		
3. DATE OF BIRTH (mm/dd/yyyy)	02/19/1993	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	BAYBAY CITY	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	N/A House/Block/Lot No. Street Purok 5 GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	47	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street Purok 5 GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1210-9652-4714	20. MOBILE NO.	09166206343
12. PHILHEALTH NO.	13-050155372-98	21. E-MAIL ADDRESS (if any)	rosemaniego7@gmail.com/ rose.maniego@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	452-021-892		
15. AGENCY EMPLOYEE NO.	N/A		

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
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MANIEGO		N/A	N/A
FIRST NAME	RODNEY	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	BALANA		N/A	N/A
25. MOTHER'S MAIDEN NAME	MARISA ALMONITE MILLEZA		N/A	N/A
SURNAME	MANIEGO		N/A	N/A
FIRST NAME	MARISA		N/A	N/A
MIDDLE NAME	MILLEZA		(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	VISCA Foundation Elementary School	N/A	06/01/1999	05/30/2005	N/A	2005	N/A	
SECONDARY	Visayas State University Laboratory High School	N/A	06/01/2005	05/30/2009	N/A	2009	N/A	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
COLLEGE	Visayas State University	Bachelor of Science in Biotechnology, maj. Industrial Biotechnology	06/01/2009	05/32/2013	N/A	2013	N/A	
GRADUATE STUDIES	Visayas State University	Masters in Food Technology, minor in Chemistry	06/01/2021	12/23/2024	21	N/A	N/A	

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	12/04/24

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	12/04/2024
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&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)
Cooking	N/A	N/A
Visual Art/ Painting	N/A	N/A
Writing	N/A	N/A
Reading	N/A	N/A
Running	N/A	Ormoc Runners Club
N/A	N/A	N/A
N/A	N/A	N/A

(Continue on separate sheet if necessary)

[Handwritten signature]

12/04/2024

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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☒ YES☐ NO

If YES, give details:
Resignation from SC Food Products Inc.

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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Marlon M. Tambis	VISCA, Baybay City, Leyte	
Daniel Leslie S. Tan	VISCA, Baybay City, Leyte	
Inish Chris P. Mesias	Brgy. 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.

MARY ROSE M. MANIEGO
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	Passport
ID/License/Passport No.:	P3569088B
Date/Place of Issuance:	18 Oct 2019/DFA,Tacloban

Signature (Sign inside the box)

12/04/2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 05 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
YSU 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 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: March 1, 2022 – December 4, 2024
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socioeconomics Division
- Immediate Supervisor: Prof. Marlon M. Tambis
- Name of Agency/Organization and Location: PhilRootcrops, Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Assisted in providing information in IECs related to Philrootcrops
 - Created food products from sweetpotatoes
 - Prepared documents for processors and cooperators (e.g. SSOP and others)
 - Conducted trainings related to food safety and processing
 - Contributed and drafted utility models of some food products
 - Compiled documents and data on recent technologies of PhilRootcrops
 - Documented the activities and prepared reports
- Summary of Actual Duties
 - Documents the research, development, and extension activities of PhilRootcrops. Assist and Facilitate visitors and clients, and prepare necessary reports and accomplishments.

- Duration: October 1, 2020 – February 28, 2022
- Position: Science Research Analyst
- Name of Office/Unit: Post Harvest
- Immediate Supervisors: Dr. Daniel Leslie S. Tan and Dr. Julie D. Tan
- Name of Agency/Organization and Location: PhilRootcrops, Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Food product development
 - Analyze data and perform statistical analysis
 - Documented the activities and prepared reports
 - Drafted Sanitation Standard Operating Procedures (SSOPs) designed for the facility and food products.

- **Summary of Actual Duties**

- **Perform analysis and product development, analyze and interpret data, perform statistical analysis, and prepare reports.**

- **Duration:** August 15, 2015 – September 30, 2020
- **Position:** Science Research Assistant
- **Name of Office/Unit:** Post Harvest
- **Immediate Supervisors:** Dr. Julie D. Tan
- **Name of Agency/Organization and Location:** PhilRootcrops, Visayas State University, Baybay City, Leyte

- **List of Accomplishments and Contributions (if any)**

- **Food product development**
- **Analyze data and interpret data**
- **Perform statistical analysis**
- **Documented the activities and prepared reports**

- **Summary of Actual Duties**

- **Perform analysis and product development, analyze and interpret data, and prepare reports.**

- **Duration:** June 15, 2013 – August 14, 2015
- **Position:** Micro Analyst
- **Name of Office/Unit:** Quality Assurance
- **Immediate Supervisors:** Carmel B. Albiso
- **Name of Agency/Organization and Location:** SC Global Food Products Inc., Brgy. Caridad, Baybay City, Leyte

- **List of Accomplishments and Contributions (if any)**

- **Perform Microbiological Analysis**
- **Contributed in writing documents for Hazard Analysis Critical Control Points (HACCP) like Good Manufacturing Practices, Sanitation Standard Operating Procedure (SSOP), Good Laboratory Practices, and Microbiological Analysis Manual**
- **Perform internal audits and environmental monitoring**
- **Inspect and recommend product if it passes the quality and if it is ready for export.**
- **Compile confidential documents**
- **Assist and facilitates visitors, auditors, and clients during visits.**

- **Summary of Actual Duties**

- Perform quality assurance and quality control activities which includes the establishment of standards and protocols to guarantee that the product is safe and is of good quality, and ensure that that these are followed based on the HACCP designed. Main activities include microbiological analysis, environmental monitoring, documentation, and audits.



MARY ROSE M. MANIEGO

(Signature over Printed Name
of Employee/Applicant)

Date: December 4, 2024