

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 (☐) ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID:

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

| | | | | |
|-------------------------------|--|---|--|----------------------------|
| 2. SURNAME | BORNIAS | | | |
| FIRST NAME | NELITA | | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | CUYOS | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 9/1/1967 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship | |
| 4. PLACE OF BIRTH | Manililisd Javier, Leyte | If holder of dual citizenship, please indicate the details. | <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization | |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | Pls. indicate country: | |
| 6 CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street | |
| 7. HEIGHT (m) | 1.42 m | ZIP CODE | Subdivision/Village Barangay | |
| 8. WEIGHT (kg) | 56.0 kg | | 6521 | |
| 9. BLOOD TYPE | "O" | | 18. PERMANENT ADDRESS | House/Block/Lot No. Street |
| 10. GSIS ID NO. | B67T1NPC017 | | Subdivision/Village Barangay | |
| 11. PAG-IBIG ID NO. | 1700-0028-4021 | ZIP CODE | 6521 | |
| 12. PHILHEALTH NO. | 13-000015276-6 | | 19. TELEPHONE NO. | N/A |
| 13. SSS NO. | N/A | 20. MOBILE NO. | 09265130803 | |
| 14. TIN NO. | 915-327-356 | 21. E-MAIL ADDRESS (if any) | reneelynbornias @ gmail. Com. | |
| 15. AGENCY EMPLOYEE NO. | V00660 | | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|-------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | Bornias | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | Ricardo | NAME EXTENSION (JR., SR) | Richienel C. Bornias | 3/26/2004 |
| MIDDLE NAME | Bulahan | | Renelyn C. Bornias | 8/24/2009 |
| OCCUPATION | Laborer | | | |
| EMPLOYER/BUSINESS NAME | OVPREI, VSU | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | Cuyos | | | |
| FIRST NAME | Cresenciano | Sr. | | |
| MIDDLE NAME | Arceo | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | Pepito | | | |
| FIRST NAME | Norberta | | | |
| MIDDLE NAME | Bughao | | | |

(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 | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---------------------------|---|--|----------------------|------|-----------------------------|----------------|---------------------------------------|
| | | | From | To | | | |
| ELEMENTARY | Manililisd Elementary School | Primary School | 1973 | 1979 | Graduated | 1979 | Salutatorian |
| SECONDARY | Abuyog Academy | High School | 1979 | 1983 | Graduated | 1983 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | Visayas State College of Agriculture (VISCA)/ VSU | Bachelor of Science in Agriculture major in Horticulture | 1985 | 1992 | Graduated | 1992 | N/A |
| GRADUATE STUDIES | Visayas State University (VSU) | Master of Science in Horticulture | 1993 | | 37 | N/A | N/A |

(Continue on separate sheet if necessary)

| | | | | |
|-----------|---|------|------------|---|
| SIGNATURE |  | DATE | 12-15-2022 | CS FORM 212 (Revised 2017), Page 1 of 4 |
|-----------|---|------|------------|---|

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

V. WORK EXPERIENCE

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

[illegible]**SIGNATURE**

Mapins

DATE _____

12-13-22

| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|--|---------------------------------|---------|-------------------|---------------------------|
| | | From | To | | |
| | Guadalupe Chapel Pastoral Council (GCPC) | 8/10/2018 | Present | 1.0 (Sun) | Treasurer |
| | Guadalupe Consumers Cooperative (GCC) | 2/6/2018 | Present | 2.0-3.0(3rd Sat.) | Board, Vice Chairman |
| | Guadalupe Catholic Choir Ensemble (GuCCE) | 11/10/1996 | Present | 1.0(Sat/Sun) | Treasurer |
| | Gamma Epsilon Fraternity/Gamma Lambda Epsilon Sorority (FALCONS) | 11/30/1989 | Present | 1.0-2.0(Qtr) | Member |
| | | | | | |
| | | | | | |
| | | | | | |

| 7. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS/ ATTENDEE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 7.1 | 7.1.1 | 7.1.1.1 | 7.1.1.1.1 | 7.1.1.1.2 | 7.1.1.1.3 | 7.1.1.1.4 | 7.1.1.1.5 | 7.1.1.1.6 | 7.1.1.1.7 | 7.1.1.1.8 | 7.1.1.1.9 | 7.1.1.1.10 | 7.1.1.1.11 | 7.1.1.1.12 | 7.1.1.1.13 | 7.1.1.1.14 | 7.1.1.1.15 | 7.1.1.1.16 | 7.1.1.1.17 | 7.1.1.1.18 | 7.1.1.1.19 | 7.1.1.1.20 | 7.1.1.1.21 | 7.1.1.1.22 | 7.1.1.1.23 | 7.1.1.1.24 | 7.1.1.1.25 | 7.1.1.1.26 | 7.1.1.1.27 | 7.1.1.1.28 | 7.1.1.1.29 | 7.1.1.1.30 | 7.1.1.1.31 | 7.1.1.1.32 | 7.1.1.1.33 | 7.1.1.1.34 | 7.1.1.1.35 | 7.1.1.1.36 | 7.1.1.1.37 | 7.1.1.1.38 | 7.1.1.1.39 | 7.1.1.1.40 | 7.1.1.1.41 | 7.1.1.1.42 | 7.1.1.1.43 | 7.1.1.1.44 | 7.1.1.1.45 | 7.1.1.1.46 | 7.1.1.1.47 | 7.1.1.1.48 | 7.1.1.1.49 | 7.1.1.1.50 | 7.1.1.1.51 | 7.1.1.1.52 | 7.1.1.1.53 | 7.1.1.1.54 | 7.1.1.1.55 | 7.1.1.1.56 | 7.1.1.1.57 | 7.1.1.1.58 | 7.1.1.1.59 | 7.1.1.1.60 | 7.1.1.1.61 | 7.1.1.1.62 | 7.1.1.1.63 | 7.1.1.1.64 | 7.1.1.1.65 | 7.1.1.1.66 | 7.1.1.1.67 | 7.1.1.1.68 | 7.1.1.1.69 | 7.1.1.1.70 | 7.1.1.1.71 | 7.1.1.1.72 | 7.1.1.1.73 | 7.1.1.1.74 | 7.1.1.1.75 | 7.1.1.1.76 | 7.1.1.1.77 | 7.1.1.1.78 | 7.1.1.1.79 | 7.1.1.1.80 | 7.1.1.1.81 | 7.1.1.1.82 | 7.1.1.1.83 | 7.1.1.1.84 | 7.1.1.1.85 | 7.1.1.1.86 | 7.1.1.1.87 | 7.1.1.1.88 | 7.1.1.1.89 | 7.1.1.1.90 | 7.1.1.1.91 | 7.1.1.1.92 | 7.1.1.1.93 | 7.1.1.1.94 | 7.1.1.1.95 | 7.1.1.1.96 | 7.1.1.1.97 | 7.1.1.1.98 | 7.1.1.1.99 | 7.1.1.1.100 | 7.1.1.1.101 | 7.1.1.1.102 | 7.1.1.1.103 | 7.1.1.1.104 | 7.1.1.1.105 | 7.1.1.1.106 | 7.1.1.1.107 | 7.1.1.1.108 | 7.1.1.1.109 | 7.1.1.1.110 | 7.1.1.1.111 | 7.1.1.1.112 | 7.1.1.1.113 | 7.1.1.1.114 | 7.1.1.1.115 | 7.1.1.1.116 | 7.1.1.1.117 | 7.1.1.1.118 | 7.1.1.1.119 | 7.1.1.1.120 | 7.1.1.1.121 | 7.1.1.1.122 | 7.1.1.1.123 | 7.1.1.1.124 | 7.1.1.1.125 | 7.1.1.1.126 | 7.1.1.1.127 | 7.1.1.1.128 | 7.1.1.1.129 | 7.1.1.1.130 | 7.1.1.1.131 | 7.1.1.1.132 | 7.1.1.1.133 | 7.1.1.1.134 | 7.1.1.1.135 | 7.1.1.1.136 | 7.1.1.1.137 | 7.1.1.1.138 | 7.1.1.1.139 | 7.1.1.1.140 | 7.1.1.1.141 | 7.1.1.1.142 | 7.1.1.1.143 | 7.1.1.1.144 | 7.1.1.1.145 | 7.1.1.1.146 | 7.1.1.1.147 | 7.1.1.1.148 | 7.1.1.1.149 | 7.1.1.1.150 | 7.1.1.1.151 | 7.1.1.1.152 | 7.1.1.1.153 | 7.1.1.1.154 | 7.1.1.1.155 | 7.1.1.1.156 | 7.1.1.1.157 | 7.1.1.1.158 | 7.1.1.1.159 | 7.1.1.1.160 | 7.1.1.1.161 | 7.1.1.1.162 | 7.1.1.1.163 | 7.1.1.1.164 | 7.1.1.1.165 | 7.1.1.1.166 | 7.1.1.1.167 | 7.1.1.1.168 | 7.1.1.1.169 | 7.1.1.1.170 | 7.1.1.1.171 | 7.1.1.1.172 | 7.1.1.1.173 | 7.1.1.1.174 | 7.1.1.1.175 | 7.1.1.1.176 | 7.1.1.1.177 | 7.1.1.1.178 | 7.1.1.1.179 | 7.1.1.1.180 | 7.1.1.1.181 | 7.1.1.1.182 | 7.1.1.1.183 | 7.1.1.1.184 | 7.1.1.1.185 | 7.1.1.1.186 | 7.1.1.1.187 | 7.1.1.1.188 | 7.1.1.1.189 | 7.1.1.1.190 | 7.1.1.1.191 | 7.1.1.1.192 | 7.1.1.1.193 | 7.1.1.1.194 | 7.1.1.1.195 | 7.1.1.1.196 | 7.1.1.1.197 | 7.1.1.1.198 | 7.1.1.1.199 | 7.1.1.1.200 | 7.1.1.1.201 | 7.1.1.1.202 | 7.1.1.1.203 | 7.1.1.1.204 | 7.1.1.1.205 | 7.1.1.1.206 | 7.1.1.1.207 | 7.1.1.1.208 | 7.1.1.1.209 | 7.1.1.1.210 | 7.1.1.1.211 | 7.1.1.1.212 | 7.1.1.1.213 | 7.1.1.1.214 | 7.1.1.1.215 | 7.1.1.1.216 | 7.1.1.1.217 | 7.1.1.1.218 | 7.1.1.1.219 | 7.1.1.1.220 | 7.1.1.1.221 | 7.1.1.1.222 | 7.1.1.1.223 | 7.1.1.1.224 | 7.1.1.1.225 | 7.1.1.1.226 | 7.1.1.1.227 | 7.1.1.1.228 | 7.1.1.1.229 | 7.1.1.1.230 | 7.1.1.1.231 | 7.1.1.1.232 | 7.1.1.1.233 | 7.1.1.1.234 | 7.1.1.1.235 | 7.1.1.1.236 | 7.1.1.1.237 | 7.1.1.1.238 | 7.1.1.1.239 | 7.1.1.1.240 | 7.1.1.1.241 | 7.1.1.1.242 |

[illegible]

VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--|--|---|
| Propagate Horticultural Crops through | N/A | VSU-Administrative Personnel Association (VSU-ADPA) |
| Tissue Culture & other means, arranged | | VSU Alumni Association |
| flowers/decorate any occasion | | Philippine Association for Tissue Culture and Biotechnology (PAPTCB) |
| | | Society of Agricultural Educators in Region 8, Inc. (SAER 8) |
| | | |
| | | |

| | | | | |
|-----------|---|------|----------|---|
| SIGNATURE |  | DATE | 12-13-22 | CS FORM 212 (Revised 2017), Page 3 of 4 |
|-----------|---|------|----------|---|

| | | |
|--|--|---------------------|
| 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 checked="" 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. |
| Asst. Prof. Gloria E. Bancale | Dept. of Horticulture, VSU | 565-0600 local 1031 |
| Asst. Prof. Roden D. Troyo | Dept. of Horticulture, VSU | 565-0600 local 1031 |
| Dr. Catherine C. Arradaza | Dept. of Horticulture, VSU | 565-0600 local 1031 |
| 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, SSS, PSD, PRD, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance | Signature (Sign inside the box) | |
| Government Issued ID: PhilHealth | 12-13-2022 | |
| ID/License/Passport No.: 13-000015276-6 | Date Accomplished | |
| Date/Place of Issuance: Baybay City, Leyte | Right Thumbmark | |
| SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above. | | |
| ATTY. RYSAN L. GUINOCOR VSU City Legal Officer | | |
| Person Administering Oath | | |

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: February 1, 1999 – present
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Gloria E. Bancale
- Name of Agency/Organization and Location: Department of Horticulture, VSU Main Campus
- List of Accomplishments and Contributions (if any)
 - Successfully conducted the National Cooperative Testing for Solanaceous crops for two wet and two dry season
 - Recommend Solanaceous variety/lines showed consistent good performance for two wet and two dry cropping seasons to the National Seed Industry Council as regional variety/lines.
- Summary of Actual Duties
 - Responsible for the implementation, care and maintenance, data gathering, analysis make and submit research reports and do other tasks assigned.

- Duration: October 1, 1993 – January 31, 1999
- Position: Graduate/Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Elizabeth D. Briones
- Name of Agency/Organization and Location: Visayas State College of Agriculture-German Technical Cooperation (GTZ)
- List of Accomplishments and Contributions (if any)
 - Mass produced orchids (vanda and dendrobium) through embryo culture
 - Distributed tissue cultured orchid plantlets to farmer cooperators
- Summary of Actual Duties
 - Responsible for the maintenance of Tissue Culture Laboratory, mass production of vanda and dendrobium, repot, care and maintain tissue cultured orchid plantlets in the nursery and do other tasks assigned.


NELITA C. BORNIAS

(Signature over Printed Name
of Employee/Applicant)

Date: 12-15-2022