

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 No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ALMERODA			
FIRST NAME	FEDILITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MANATAD			
3. DATE OF BIRTH (mm/dd/yyyy)	2/15/1969	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	GABALDON, NUEVA ECIJA	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input 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	N/A House/Block/Lot No. Street N/A BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521	
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521	
8. WEIGHT (kg)	60		ZIP CODE	
9. BLOOD TYPE	A+			
10. GSIS ID NO.	N/A			
11. PAG-IBIG ID NO.	121205292924			
12. PHILHEALTH NO.	13-000103000-1			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	930-232-634	20. MOBILE NO.	0926818052/09380356190	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	fedilitoalmeroda@gmail.com	


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BULAWAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIFE	NAME EXTENSION (JR., SR)	MARTIM B. ALMERODA	3/11/1998
MIDDLE NAME	MADELO			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALMERODA			
FIRST NAME	MODESTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIAZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANATAD			
FIRST NAME	GENEROSA			
MIDDLE NAME	BETARMOS			
(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 ELEMENTARY SCHOOL	PRIMARY	YEAR 1977	YEAR 1983	GRADUATED	1983	N/A
SECONDARY	EXPIREMENTAL RURAL HIGH SCHOOL VISCA	SECONDARY	YEAR 1983	YEAR 1987	GRADUATED	1987	N/A
VOCATIONAL / TRADE COURSE	ORGANIC AGRICULTURE PRODUCTION NCII	VOCATIONAL	9/3/2019	10/9/2019	GRADUATED	2019	TEASDA
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BACHELOR OF SCIENCE IN FORESTRY	YEAR 1987	YEAR 1992	3RD YEAR		N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2024
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	INTERGRATING RAINFORESTATION FARMING TO PROMOTE SUSTAINABLE AGARWOOD PRODUCTION IN VISAYAS	8/18/2023	8/19/2023	24.0	FACILITATOR	ALLIANCE OF UNITED OFW AND VETERANS AGRICULTURE AND YOUTH WITH A MISSION CEBU
	CROSS SITE VISIT OF STUDENTS UNDER THE 2023 SCIENCE IMMERSION PROGRAM	7/8/2023	7/8/2023	8.0	RESOURCE PERSON	DEPT. OF SCIENCE AND TECHNOLOGY PHILIPPINE SCIENCE HIGH SCHOOL CENTRAL VISAYAS CAMPUS
	RAINFORESTATION TRAINING FOR CLIMATE-RESILIENT RECOVERY	11/20/2019	11/22/2019	24.0	LECTURER	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	RESTORATION BOOT CAMP FOR TROPICAL ASIAN FORESTS	6/4/2019	6/22/2019	48.0	LECTURER	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	TRAINING COURSE ON NURSERY ESTABLISHMENT AND COMMUNITY-BASED SEEDLING PRODUCTION	5/16/2019	5/18/2019	24.0	RESOURCE SPEAKER	BAYAN ACADEMY FOR SOCIAL RESOURCE DEVELOPMENT
	INTERNATIONAL TRAINING OF TRAINERS ON REINFORESTATION	4/22/2019	4/26/2019	40.0	RESOURCE PERSON	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	CLIMATE CHANGE AND COMMUNITY-BASED ECOSYSTEM AND DISASTER RISK MANAGEMENT	2/21/2019	2/23/2019	24.0	FIELD RESOURCE PERSON	ITEEM-VSU
	TRAINING-WORKSHOP ON BAMBOO NURSERY ESTABLISHMENT AND PLANTATION MANAGEMENT	6/19/2017	6/21/2017	24.0	PARTICIPANT	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRICULTURE
	RAINFORESTATION TRAINING	12/16/2016	12/18/2016	24.0	TRAINER	PENAGMANNAKI
	INTERNATIONAL TRAINERS' TRAINING ON REINFORESTATION	11/4/2015	11/8/2015	40.0	FACILITATOR	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	INTERNATIONAL TRAINERS' TRAINING ON REINFORESTATION	5/18/2015	5/22/2015	40.0	FIELD FACILITATOR	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	RAINFORESTATION ORIENTATION AND CROSS-VISITS	3/3/2015	3/4/2015	16.0	FIELD FACILITATOR	NATIONAL LAND AFFORESTATION PROMOTION ORGANIZATION
	TRAINING ON REFORESTATION	8/8/2012	8/11/2012	32.0	FIELD FACILITATOR	FOUNDATION FOR THE PHIL. ENVIRONMENT
	TRAINING ON REFORESTATION	5/7/2012	5/9/2012	24.0	FIELD FACILITATOR	ENERGY DEVELOPMENT CORPORATION
	TRAINING ON REFORESTATION	5/14/2012	5/16/2012	24.0	FIELD FACILITATOR	ENERGY DEVELOPMENT CORPORATION
	TRAINING ON REFORESTATION FOR PROTECTED AREA SUPERINTENDENTS	2/1/2011	2/5/2011	40.0	FACILITATOR	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	INTERNATIONAL TRAINERS' TRAINING ON REINFORESTATION	12/1/2009	12/6/2009	48.0	FACILITATOR	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	RAINFORESTATION TRAINERS' TRAINING	5/18/2009	5/22/2009	40.0	FACILITATOR	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE
	RAINFORESTATION TRAINERS' TRAINING	4/22/2009	4/27/2009	40.0	FACILITATOR	ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE

(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)
	NURSERY ESTABLISHMENT		N/A		N/A
	PLANT PROPAGATION		N/A		N/A
	BASIC PLANT TAXONOMY		N/A		N/A
	RAINFORESTATION FARM ESTABLISHMENT		N/A		N/A
	ORGANIC AGRICULTURE FARMING		NATIONAL CERTIFICATE II		N/A

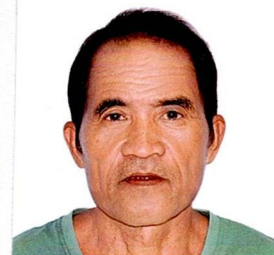
(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2024
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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 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.
DR. MARLITO M. BANDE	VISCA,BAYBAY CITY,LEYTE	(053) 563 7497
ENGR. JIMMY O. POGOSA	VISCA,BAYBAY CITY,LEYTE	(053) 563 7497
MS. KLEER JEANN G. LONGATANG	VISCA,BAYBAY CITY,LEYTE	(053) 563 7497

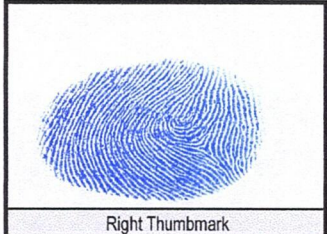
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



FEDILITO M. ALMERODA
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: PHILHEALTH
ID/License/Passport No.: 13-000103000-1
Date/Place of Issuance: 1999/VISCA,BAYBAY CITY,LEYTE

Signature (Sign inside the box)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 16 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYAN 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.

- Duration: August 1, 2024 – present
- Position: Administrative Aide I
- Name of Office/Unit: ITEEM
- Immediate Supervisor: TEOFANES A. PATINDOL
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte.

- List of Accomplishments and Contributions (if any)
 - checked all the building and maintenance of the surroundings
 - cleaned the study sites and Agro-Ecosystem Area
 - Maintained the ITEEM-TED area secured
 - Established 20m by 20m quadrat along the established long term plots
 - Identified trees Scientific names and sample collection for Herbarium
 - Processed samples for Herbarium.

- Summary of Actual Duties
 - Propagate quality planting materials (i.e., sexual or asexual) for native tree species to support the research and extension projects of the institute
 - Assist in the floristic and biodiversity assessment in critical watershed areas;
 - Collect and prepare herbarium specimens;
 - Conduct regular monitoring and assessment on the phenological (i.e., flowering and fruiting) assessment and taxonomic identification of native species (especially the threatened dipterocarp species) in the natural habitat;
 - Assist, and conduct training on forest landscape restoration using native and endemic species, specifically on nursery establishment, seedling production, and maintenance;
 - Assist in the conduct of study on the sexual and asexual propagation (i.e., top cuttings and marcoting) of native tree species;
 - Assist in the biophysical assessment prior to the establishment of the rainforestation adopters farm; and
 - Monitor and assess the rainforestation demonstration farms established by the institute.

Attachment to CS Form No. 212


FEDILITO M. ALMERODA
(Signature over Printed Name
of Employee/Applicant)

Date: 12/5/24