

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.

I. PERSONAL INFORMATION

2. SURNAME	RATILLA		
FIRST NAME	TEODOMERO		NAME EXTENSION (JR., SR)
MIDDLE NAME	CABUSAO		
3. DATE OF BIRTH (mm/dd/yyyy)	725/1961	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BILAR, BOHOL	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apt 22 House/Block/Lot No. Street VSU Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.65m	ZIP CODE	6521
8. WEIGHT (kg)	70.00kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE	B	19. TELEPHONE NO.	5637123
10. GSIS ID NO.	006-0017-7047-2	20. MOBILE NO.	09351273211
11. PAG-IBIG ID NO.	1700-0028-5366	21. E-MAIL ADDRESS (if any)	tcratilla725ph@yahoo.com
12. PHILHEALTH NO.			
13. SSS NO.	NA		
14. TIN NO.	127-727-558		
15. AGENCY EMPLOYEE NO.	V000445		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	RATILLA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BERTA	NAME EXTENSION (JR., SR)	JOWARREN C. RATILLA	12/23/1984
MIDDLE NAME	CATINGAN		DIANNE C. RATILLA	4/2/1988
OCCUPATION	COLLEGE INSTRUCTOR		MARK C. RATILLA	6/6/1993
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		THERESE C. RATILLA	3/1/1997
BUSINESS ADDRESS	Visca, BAYBAY CITY, LEYTE		MARY AGNES C. RATILLA	6/11/2003
TELEPHONE NO.	053-563-7123			
24. FATHER'S SURNAME	RATILLA			
FIRST NAME	ELADIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	JAYA			
25. MOTHER'S MAIDEN NAME	FELICIDAD G CABUSAO			
SURNAME	CABUSAO			
FIRST NAME	FELICIDAD G CABUSAO			
MIDDLE NAME	JAYA			

(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
			From	To			
ELEMENTARY	BILAR CENTRAL ELEM SCHOOL	ELEMENTARY EDUC	1968	1974		1974	FIRST
SECONDARY	BOHOL AGRICULTURAL COLLEGE	SECONDARY EDUCATION	1974	1978		1978	FIRST
VOCATIONAL / TRADE COURSE	(Write in full)						
COLLEGE	VISAYAS STATE UNIVERSITY	BS AGRICULTURE	1978	1983		1983	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE	1984	1993		1993	

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/5/19

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 (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE PROFESSIONAL	73.27	7/17/1983	CEBU CITY	NA	NA
AGRICULTURIST		5/5/2007	TACLOBAN CITY		
NATIONAL CERTIFICATE III ON AGRICULTURAL CROP PRODUCTION		5/27/2015	TESDA, TACLOBAN CITY		
TRAINERS METHODOLOGY I		8/5/2015	TESDA VIII, TACLOBAN CITY		

(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 "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/1/2017	present	School Farm Demonstrator	Dept of Agronomy/VISAYAS STATE UNIVERSITY		SG 10	Permanent	Y
1/1/2016	12/31/2016	School Farm Demonstrator	Dept of Agronomy/VISAYAS STATE UNIVERSITY		221040.00	Permanent	Y
10/16/2015	12/31/2015	School Farm Demonstrator	Dept of Agronomy/VISAYAS STATE UNIVERSITY		215472.00	Permanent	Y
10/16/2012	10/15/2015	School Farm Demonstrator	Dept of Agronomy/VSU		213336.00	Permanent	Y
6/1/2012	10/15/2012	School Farm Demonstrator	Dept of Agronomy/VSU		211224.00	Permanent	Y
6/1/2011	5/31/2012	School Farm Demonstrator	Dept of Agronomy/VSU		196320.00	Permanent	Y
6/24/2010	5/31/2011	School Farm Demonstrator	Dept of Agronomy/VSU		181416.00	Permanent	Y
10/16/2009	6/23/2010	School Farm Demonstrator	Dept of Agronomy/VSU		166524.00	Permanent	Y
7/1/2009	9/30/2009	School Farm Demonstrator	Dept of Agronomy/VSU		163236.00	Permanent	Y
7/1/2008	6/30/2009	School Farm Demonstrator	Dept of Agronomy/VSU		147936.00	Permanent	Y
7/1/2007	6/30/2008	School Farm Demonstrator	Dept of Agronomy/VSU		134484.00	Permanent	Y
10/16/2006	6/30/2007	School Farm Demonstrator	Dept of Agronomy/VSU		122256.00	Permanent	Y
10/16/2003	10/15/2006	School Farm Demonstrator	Dept of Agronomy/VSU		119268.00	Permanent	Y
1/29/2003	10/15/2003	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	11920.00		Permanent	Y
7/1/2001	1/28/2003	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	11629.00		Permanent	Y
1/29/2000	6/30/2001	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	11075.00		Permanent	Y
1/1/2000	1/28/2000	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	10804.00		Permanent	Y
11/1/1997	12/31/1999	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	9822.00		Permanent	Y
1/29/1997	10/31/1997	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	8083.00		Permanent	Y
1/1/1997	1/28/1997	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	7946.00		Permanent	Y
1/1/1996	12/31/1996	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	6309.00		Permanent	Y
1/1/1995	12/31/1995	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	5075.00		Permanent	Y
1/29/1994	12/31/1994	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	4075.00		Permanent	Y
1/1/1994	1/28/1994	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	4042.00		Permanent	Y
1/2/1992	12/31/1992	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	3342.00		Permanent	Y
1/29/1991	1/1/1992	Agriculturist i	NATIONAL TOBACCO ADMINISTRATION	3309.00		Permanent	Y
7/1/1989	12/31/1990	Science Research Asst	Visayas State College of Agriculture	3500.00		Contractual	Y
1/1/1988	6/30/1989	Research Asst VI	Visayas State College of Agriculture	1885.70		Contractual	Y
2/28/1987	12/31/1987	Research Assistant	Visayas State College of Agriculture	1380.65		Contractual	Y
1/1/1984	12/31/1986	Research Assistant	Visayas State College of Agriculture	902.00		Contractual	Y
4/15/1983	12/31/1983	Research Assistant	Visayas State College of Agriculture	853.00		Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/5/19

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		
	MEDIATION-CONCILIATION COMMITTEE, VSU CREDIT COMMITTEE	1/1/2016	PRESENT		MEMBER
	KNIGHTS OF COLUMBUS 7507 COUNCIL	7/1/2016	PRESENT		FINANCIAL SECRETARY
	PHILNET for RURAL DEMOCRATIZATION AND DEV'T, Inc		7/24/2015	8	RESOURCE SPEAKER
	SEMINAR-WORKSHOP CUM TRAINING ON JATROPHA PRODUCTION AND PROCESSING	12/4/2006	12/6/2006	24	RESOURCE PERSON

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE (WORD/EXCEL)	VISAYAS STATE UNIVERSITY LOYALTY AWARD	VSU ALUMNI ASSOCIATION, INC
		VSU CREDIT COOPERATIVE
		VSU ADMIN PERSONNEL ASSOCIATION
		KNIGHTS OF COLUMBUS 7507

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/5/19	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)?

☐ 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

☐ YES☒ NO

If YES, give details:

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:

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:

Date Filed:
Status of Case/s:

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

NAME	ADDRESS	TEL. NO.
Rev. Fr. Gary Nelson Esguerra	Holy Spirit Parish, VSU, Baybay City	5637882
Dr. Nerelito P. Pascual	VSUCDC, VSU, Baybay City, Leyte	5637345
Mr. Alvin Albaladejo	Waling-waling, Baybay City, Leyte	09569904586

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.

<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: GSIS UMID</div> <div>ID/License/Passport No.: 006-0017-7047-2</div> <div>Date/Place of Issuance: Tacloban City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>9/5/19</div> <div>Date Accomplished</div>	<div></div> <div>Right Thumbmark</div>
--	--	--

SUBSCRIBED AND SWORN to before me this **10 SEP 2019**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4