

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.

1. CS ID No. 

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BALES		
FIRST NAME	MILAGROS	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CASINILLO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1958	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	HILONGOS, 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.5 m		House/Block/Lot No. Street
8. WEIGHT (kg)	56 kg		Purok 6 Pangasugan
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	58112702804		VISCA, BAYBAY LEYTE
11. PAG-IBIG ID NO.	1700-0024-1803		City/Municipality Province
12. PHILHEALTH NO.	1300-0014-4046	ZIP CODE	6521
13. SSS NO.	06-2050253-5	18. PERMANENT ADDRESS	
14. TIN NO.	104-766-788		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V000075	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09424814524
		21. E-MAIL ADDRESS (if any)	milagros.bales@vsu.edu.ph/ mila_bales@yahoo.com

II. FAMILY BACKGROUND

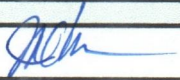
22. SPOUSE'S SURNAME	BALES		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RICARDO	NAME EXTENSION (JR., SR)	CARMILLE JOANNA BALES-ARCELO	10/27/1984
MIDDLE NAME	PADON		ALVIN ERICK C. BALES	8/9/1988
OCCUPATION	Government Worker (Retired)			
EMPLOYER/BUSINESS NAME	Formerly connected w/ PCA			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CASINILLO (Deceased)			
FIRST NAME	FELIPE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ZARCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANGMANG (Deceased)			
FIRST NAME	POMPOSA			
MIDDLE NAME	DOLLIZON			

(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	HILONGOS CENTRAL SCHOOL	Elementary Education	1966	1972		1972	SALUTATORIAN
SECONDARY	HILONGOS NATIONAL VOCATIONAL HIGH SCHOOL	Secondary Education	1972	1976		1976	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BS Agricultural Development Education	1976	1980	COLLEGE DIPLOMA	1980	Visca Scholar
GRADUATE STUDIES	VISAYAS STATE COLLEGE OF AGRICULTURE	MS in Agricultural Extension	1990	1995	MS Graduate	1995	Visca Fellowship Prog.
	VISAYAS STATE UNIVERSITY	PhD Agricultural Education	2000	2010	PhD Graduate	2010	VSU Fellowship Prog.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/13/22
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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 (if applicable)
					NUMBER      Date of Validity
	Career Professional Civil Service Exam	74%	Dec. 7, 1980	Tacloban City	N/A      N/A
	National TVET Trainors Level & National TVET Assessors Level (AQTQ) for Horticulture			VSU, Visca, Baybay, City	1108030228139      April 25, 2011-April 25, 2016

(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							
1/1/2021	present	Associate Professor V	DAEEx, VSU	83,474.00	SG23-5	Permanent	Yes	
1/1/2015	12/31/2020	Associate Professor V	DAEEx, VSU	76,563.00	SG23-2	Permanent	Yes	
6/1/2012	12/31/2014	Associate Professor IV	DCDE, VSU	39924.00	SG21	Permanent	Yes	
6/1/2011	5/31/2012	Associate Professor III	DCDE, VSU	35685.00	SG21	Permanent	Yes	
6/24/2010	5/31/2011	Associate Professor III	DCDE, VSU	31443.00	SG21	Permanent	Yes	
7/1/2009	6/23/2010	Associate Professor III	OVPRE, VSU	27200.00	SG21	Permanent	Yes	
2/1/2009	6/30/2009	Associate Professor III	OVPRE, VSU	22397.00	SG21-1	Permanent	Yes	
7/1/2008	1/31/2009	Associate Professor III	OVPRE, VSU	22397.00	SG21-1	Permanent	Yes	
7/1/2007	6/30/2008	Associate Professor III	OVPRE, VSU	20361.00	SG21-1	Temporary	Yes	
12/1/2005	6/30/2007	Associate Professor III	OVPRE, VSU	18510.00	SG21-1	Temporary	Yes	
12/1/2001	11/30/2005	Associate Professor II	Leyte State University	17799.00	SG20-1	Temporary	Yes	
7/1/2001	11/30/2001	Assistant Professor IV	Visca	15814.00	SG-18	Temporary	Yes	
1/1/2000	6/30/2001	Assistant Professor IV	Visca	15087.00	SG-18	Temporary	Yes	
12/1/1997	12/31/1999	Assistant Professor IV	Visca	13715.00	SG-18	Temporary	Yes	
11/1/1997	11/30/1997	Assistant Professor I	Visca	9626.00	SG-15	Temporary	Yes	
1/1/1997	10/31/1997	Assistant Professor I	Visca	7737.00	SG-15	Temporary	Yes	
1/1/1996	12/31/1996	Assistant Professor I	Visca	6118.00	SG-15	Temporary	Yes	
11/1/1995	12/31/1995	Assistant Professor I	Visca	5791.00	SG-15	Temporary	Yes	
1/1/1995	10/31/1995	Instructor III	Visca	4791.00	SG-14	Temporary	Yes	
8/19/1994	12/31/1994	Instructor III	Visca	4538.00	SG-14	Temporary	Yes	
1/1/1994	8/18/1994	Instructor II	Visca	3838.00	SG-13	Temporary	Yes	
7/1/1989	12/31/1989	Instructor II	Visca	2169.50	SG-13	Temporary	Yes	
1/1/1989	6/30/1989	Instructor II	Visca	1972.25	SG-13	Temporary	Yes	
1/1/1988	12/31/1988	Senior Research Spec. I	Visca	1715.00		Temporary	Yes	
3/1/1987	12/31/1987	Senior Research Spec. I	Visca	1553.00		Temporary	Yes	
7/1/1986	2/28/1987	Senior Research Spec. I	Visca	1153.15		Temporary	Yes	
1/1/1986	6/30/1986	Senior Research Spec. I	Visca	1048.30		Temporary	Yes	
1/1/1985	12/31/1985	Research Assistant	Visca	1153.00		CO	Yes	
5/1/1984	12/31/1984	Research Assistant	Visca	1048.30		CO	Yes	
6/1/1983	4/30/1984	Research Assistant	Visca	953.00		CO	Yes	
4/1/1983	5/31/1983	Research Assistant	Visca	28.47/day		C	Yes	
3/1/1982	3/31/1983	Research Assistant	Visca	853.00		CO	Yes	
8/1/1981	2/28/1982	Research Assistant	Visca	816.00		CO	Yes	
6/1/1981	7/31/1981	Research Assistant	Visca	24.73/day		C	Yes	
3/1/1981	5/31/1981	Research Assistant	Visca	816.00		CO	Yes	
8/1/1980	2/28/1981	Research Assistant	Visca	742.00		CO	Yes	
4/1/1980	7/31/1980	Research Aide	Visca	594.00		CO	Yes	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/13/2022
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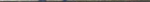
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Holy Spirit Parish Pastoral Team	May-99	Present	6 hrs/Month	member, commission on education and chair, Commission on Organization
	Couples for Christ/Family Missionaries for Christ	11/22/1992	Present	6 hrs/Month	Unit Leader/Council member, Spiritual activities

**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)

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Training Management & Facilitation	Outstanding Extensionist Award	VSU Faculty Association
Flower arrangement & Landscaping		Philippine Extension Networks, Inc.
Ornamental & Vegetable gardening		State Universities & Colleges Extension Managers Network Inc. (SEMAN)
cooking		Consortion of Development Communication Educators & Practitioners in the Philippine (CDCEPP, Inc)
		Philippine Association of Graduate Education
		Association of Agricultural Educators in Region

SIGNATURE		DATE	09/13/2022
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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)?

☐ 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:

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.
Dr. EDITHA G. CAGASAN	VSU, VISCA, Baybay City, Leyte	9182700721
Dr. JOSE L. BACUSMO	VSU, Visca, Baybay City, Leyte	9686906880/ 09173108076
Dr. HENRY Y. GOLTIANO	VSU, Visca, Baybay City, Leyte	9473967554

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:	GSIS ID: 006-0086-5935-0
ID/License/Passport No.:	P8115542A
Date/Place of Issuance:	27 July 2018, Tacloban City

Signature (Sign inside the box)

Sept 14, 2022

Date Accomplished

SUBSCRIBED AND SWORN to before me this 06 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. RYSAN C. GUINOCOR

Person Administering Oath

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

<b>Title of Activity</b>	<b>Inclusive Dates</b>	<b>No. of Hours</b>	<b>Type of LD (Managerial/ Supervisory/ Technical/etc)</b>	<b>Sponsor(s)</b>	<b>Venue</b>
Training on Internal Audit	August 15-17, 2022	21	Technical	VSU/AGF Consulting Group, Inc	Online/AGF Cebu City
Webinar-Workshop on the New Guidelines for Levels III and IV AACCUP Accreditation System	June 16-18, 2021	20	Technical/managerial	AACCUP	Online – Iloilo Science and Technology University, La Paz, Iloilo
Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	March 15-16, 2021	16	technical	VSU	Online/VSU
Conducting M & E on RDE Projects and Developing High Impact Development Projects: A Capability Building Webinar for Extension Project Implementers	Dec. 2-3, 2020	16	Technical/managerial (as Resource Person)	Northwest Samar State University	Online/NSSU
Introduction to Remote Auditing	Nov 4-5, 2020	16	Technical/managerial	Online/VSU TUV Rheinland, Philippines	Introduction to Remote Auditing
AACCUP Online Accreditation Training	August 12-14, 2020	24	Technical/managerial	Online/VSU	AACCUP Online Accreditation Training
Webinar on the Resiliency Tool for the New Normal	August 07/2020	7	Technical/managerial	Online/VSU/ TUV Rheinland	Webinar on the Resiliency Tool for the New Normal
Risk Mgt. Foundation Webinar	July 27, 2020	7	Technical/managerial	TUV Rheinland/ Online/VSU	Risk Mgt. Foundation Webinar
Workshop on Operational Planning	Dec10-11, 2019	16	Managerial/supervisory	VSU	RDE Hall
Seminar- Series on Socio-economic Researches in Agriculture	Oct 04, 2019	8	technical	PCAARRD	CCE, VSU
Recent Updates on ISO Implementation	Sept 27,2019	8	Managerial	AGF	Cebu City
Internal Audit Training	April 12, 2019	8	Technical	VSU	VSU
10 <sup>th</sup> International Conference on Environmental and Rural Development (ICERD)	Feb 14-15, 2019	16	Technical	Kasetsart University and VSU	Kasetsart University, Sakon Nahkon, Thailand
Seminar-Workshop on Risk Assessment and ISO Documentation	January 16-17, 2019	16	Technical	VSU	VSU

*Michael*

Seminar on ISO 9001:2015 Awareness	Dec 12, 2018	8	Technical	VSU	VSU
Workshop on Review and Revision of Existing VSU Organizational Structure	July 30, 2018	8	managerial	VSU	RDE Hall, VSU
Extension Project Proposal Writing	July 18-29, 2018	24	Technical	VSU	RDE Hall, VSU
Seminar-Workshop on Competency-Based HR System	July 4-6, 2018	24	managerial	VSU	CCE, VSU
AACCUP Annual National Conference	March 7-9, 2018	24	managerial	AACCUP, Inc	Waterfront Hotel, Cebu City
1 <sup>st</sup> National Conference on Open and Distance eLearning	Nov. 22-23, 2017	16	technical	UP Open U and CHED	Crown Plaza Galleria, MMeanila
Training for AACCUP Accreditors	October 3-5, 2017	24	technical	AACCUP, Inc.	CNU, Cebu City
1st National Conference on Poverty and Sustainable Development	Sept 13-15, 2017	24	technical	HEIs in Samar	SSU, Catbalogan
Proposal writeshop with OXFAM partners	Dec 7-9, 2015	24	technical	OXFAM	VSU