

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	SUGANO		
FIRST NAME	SARAH JEAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CABANILLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	11/28/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TICAD, BANTAYAN, CEBU	If holder of dual citizenship, please indicate the details.	Philippines
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	ZONE 1 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.46	ZIP CODE	6521
8. WEIGHT (kg)	51		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	222 RIZAL House/Block/Lot No. Street TICAD Subdivision/Village Barangay BANTAYAN CEBU City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6052
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-025155189-9	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09196436228/09755668948
14. TIN NO.	482-144-449-000	21. E-MAIL ADDRESS (if any)	sarah.sugano@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	SUGANO		12/06/1958
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PAIT		
25. MOTHER'S MAIDEN NAME			
SURNAME	CABANILLAS		04/26/1960
FIRST NAME	MARILYN		
MIDDLE NAME	MARFA		(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	BANTAYAN CENTRAL ELEMENTARY SCHOOL	N/A	1998	2005	N/A	2005	WITH HONORS
SECONDARY	BANTAYAN NATIONAL HIGH SCHOOL	N/A	2005	2009	N/A	2009	WITH HONORS
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	2009	2013	N/A	2013	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BANOS	MASTER OF SCIENCE IN MOLECULAR BIOLOGY AND BIOTECHNOLOGY	2017	2020	N/A	2020	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	June 16, 2022

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE
(For students employed. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet

SALARY/ JOB/ PAY				
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[illegible]

(Continue on separate sheet if necessary)

CS.

DATE _____

June 16, 2022

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)		POSITION / NATURE OF WORK
		From	To	
	Leadership Development Institute	01/04/2013	25/04/2021	1mnth
	Philippine Society of Lactic Acid Bacteria	01/10/2014		
	Philippine Society of Biochemistry and Molecular Biology			

(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			
	VIRTUAL 16TH BIOTECHNOLOGY WEEK: KEEPING YOUR FOOD FRESH AND SAFE	25/11/2020	25/11/2020	2.0	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	BIOSAFETY EDUCATION AND AWARENESS AGAINST COVID-19	14/04/2020	14/05/2020	1 MONTH	TECHNICAL	NATIONAL TRAINING CENTER FOR BIOSAFETY AND BIOSECURITY, UP MANILA
	47th PSBMB Annual Convention	01/12/2020	05/12/2020	16 hrs	TECHNICAL	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
	Good Laboratory Practices and Quality Assurance in Food Analysis: Webinar	18/06/2021	18/06/2021	2hrs	TECHNICAL	VISAYAS STATE UNIVERSITY
	WEBINAR ON "CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE THE SHOT?"	23/02/2021	23/02/2021	2.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	Laboratory Animal Training for Biomedical Research Virtual Lectures	14/12,21,26/202	03/05/2021	16hrs	TECHNICAL	UNIVERSITY OF THE PHILIPPINES DILIMAN
	WEBINAR ON "UNVEIL THE IMMUNE RESPONSE TO CANCER AND INFECTIOUS DISEASE WITH POWERFUL IMMUNOASSAYS	10/02/2021	10/02/2021	2.0	TECHNICAL	LABROOTS, YOUR SCIENCE NETWORK
	ONLINE COURSE FIRST STEP KOREAN COURSE CERTIFICATE	01/11/2020	02/29/2021	2 MONTHS	TECHNICAL	COURSERA
	WEBINAR ON " IS COVID VACCINE RIGHT FOR YOU?"	23/02/2021	23/02/2021	2.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	Biotechnology for Green Recovery Session 1: Biotechnology in Achieving a Resilient and Progressive Food	21/11/2021	21/11/2021	4.0	TECHNICAL	DA-Biotech
	Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies	04/11/2021	04/11/2021	5.0	Technical	OVPREI- Office of the Director for Innovation and TBI VSU
	Genomics and Agriculture: Tool Set of Agricultural Genomics	01/10/2021	01/10/2021	5.0	Research	Philippine Genome Center- Mindanao
	Vaccine Types and their Effectiveness	29/09/2021	29/09/2021	4.0	Technical	Philippine Normal University
	Webinar on Shelf-life Analysis for Micro-Scale Food Processors	18/08/2021	18/08/2021	5.0	Technical	DOST
	Food Safety in the Food Science Industry	27/08/2021	27/08/2021	4.0	Technical	DOST
	SIBOL 2021: Technologies for the New Norma	26/08/2021	26/08/2021	4.0	Technical	DOST
	Webinar on Shelf-life Analysis for Micro-Scale Food Processors	16/08/2021	16/08/2021	4	Research	
	The 6th International Conference of Indonesian Society for Lactic Acid Bacteria and Gut Microbiota	13/08/2021	13/08/2021	8.0	Research	Philippine Society of Lactic Acid Bacteria
	Syllabi-Making Workshop	21/07/2021	30/07/2021	10.0	Instruction	Department of Biotechnology










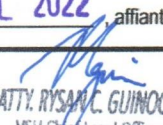
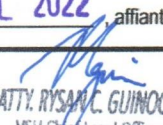
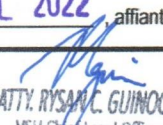
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	SPORTS ENTHUSIAST (TABLE TENNIS)		NA		Philippine Society of Lactic Acid Bacteria (PSLAB)
	DANCING				
	SINGING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 16, 2022
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>JULIE D. TAN</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>NA</td></tr><tr><td>FRANCISCO B. ELEGADO</td><td>LOS BANOS, LAGUNA</td><td>NA</td></tr><tr><td>MA. THERESA P. LORETO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>NA</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	JULIE D. TAN	VISCA, BAYBAY CITY, LEYTE	NA	FRANCISCO B. ELEGADO	LOS BANOS, LAGUNA	NA	MA. THERESA P. LORETO	VISCA, BAYBAY CITY, LEYTE	NA
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: DRIVERS</td></tr><tr><td>ID/License/Passport No.: H12-21-200616</td></tr><tr><td>Date/Place of Issuance: NOVEMBER2021/BAYBAY</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: DRIVERS	ID/License/Passport No.: H12-21-200616	Date/Place of Issuance: NOVEMBER2021/BAYBAY	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 80px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) June 16, 2022 Date Accomplished</td></tr></table>	 Signature (Sign inside the box) June 16, 2022 Date Accomplished							
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 SARAH JEAN C. SUGANO	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>01 JUL 2022</u> affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"><tr><td style="text-align: center; padding: 10px;"> ATTY. RYSAM C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td style="text-align: center; padding: 5px;">Person Administering Oath</td></tr></table>		 ATTY. RYSAM C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
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