

## 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	BORNEO		
FIRST NAME	ANNA PATRICE		NAME EXTENSION (JR., SR) NONE
MIDDLE NAME	SEDIGO		
3. DATE OF BIRTH (mm/dd/yyyy)	18/10/1982	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Please indicate country: ▼
5. SEX	<input type="checkbox"/> Male <input checked="" 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	148-C PLAZA DON Q. ALKUINO House/Block/Lot No. Street N/A ZONE 11 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6521
8. WEIGHT (kg)	56 KGS		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	148-C PLAZA DON Q. ALKUINO House/Block/Lot No. Street N/A ZONE 11 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	02004025700	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0045-8006		
12. PHILHEALTH NO.	120504505095		
13. SSS NO.	06-2471809-5	19. TELEPHONE NO.	
14. TIN NO.	238-038-281	20. MOBILE NO.	0930 949 1145
15. AGENCY EMPLOYEE NO.	V002171	21. E-MAIL ADDRESS (if any)	<a href="mailto:anna.borneo@vsu.edu.ph">anna.borneo@vsu.edu.ph</a>


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BORNEO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CHRISTIAN FERDINAND	NAME EXTENSION (JR., SR) NONE	JASMINE ALEXIS SEDIGO BORNEO	05/16/2014
MIDDLE NAME	KANGLEON			
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	PROVINCIAL AGRICULTURAL SERVICES OFFICE			
BUSINESS ADDRESS	CAPITOL SITE, ASUNCION, MAASIN CITY, SOUTHERN LEYTE			
TELEPHONE NO.	-			
24. FATHER'S SURNAME				
FIRST NAME	PATRICIO	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	CO			
25. MOTHER'S MAIDEN NAME				
SURNAME	JALANDONI			
FIRST NAME	ERNA			
MIDDLE NAME	GONZALO		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1989	1995	N/A	1995	NONE
SECONDARY	VISCA LABORATORY HIGH SCHOOL	HIGH SCHOOL	1195	1999	N/A	1999	NONE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	NONE
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION MAJOR IN COMMUNITY BROADCASTING	1999	2003	N/A	2003	NONE
GRADUATE STUDIES	LEYTE STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION MAJOR IN AGRICULTURAL DEVELOPMENT	2003	2009	27 UNITS	N/A	NONE


(Continue on separate sheet if necessary)

SIGNATURE		DATE	05 December 2024
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[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		DATE	05 December 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		
	NONE	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			
SEMINAR WORKSHOP ON EFFECTIVE LOCAL LEGISLATION (SWELL-6)	05/24/2023	05/26/2026	20 HOURS	Development/Tec hnical	DUX DUCIS AND LGU-BAYBAY
VALUES REFORMATION TRAINING (3RD BATCH)	10/09/2018	10/09/2018	8 HOURS	VALUES DEVELOPMENT	LOCAL GOVERNMENT UNIT OF BAYBAY
ENVIRONMENTAL SUMMIT FOR MT. NACOLOD	06/07/2013	06/07/2013	8 HOURS	ENVIRONMENTAL DEVELOPMENT	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
STAKEHOLDERS' FORUM FOR MT. NACOLOD	05/24/2013	05/25/2013	16 HOURS	ENVIRONMENTAL DEVELOPMENT	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
2-DAY DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-LOCAL GOVERNMENT UNIT- VISAYAS STATE UNIVERSITY FOREST PROTECTION SUMMIT	02/27/2013	02/28/2013	16 HOURS	ENVIRONMENTAL DEVELOPMENT	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, LOCAL GOVERNMENT UNIT OF SAN JUAN, AND VISAYAS STATE UNIVERSITY
MT. NACOLOD 3-DIMENSIONAL MAP MODEL MAKING WITH STAKEHOLDERS	02/11/2013	02/13/2013	24 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
14th INTERNATIONAL SEMINAR AND WORKSHOP ON TROPICAL ECOLOGY	09/24/2012	10/06/2012	40 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	INSTITUTE FOR TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT
BASIC ORIENTATION ON THE DEPUTATION OF ENVIRONMENT AND NATURAL RESOURCES OFFICERS	09/18/2012	09/19/2012	16 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
COMMUNITY MAPPING WITH KAHUPIAN UPLAND FARMERS' ASSOCIATION	07/13/2012	07/13/2012	8 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
COMMUNITY MAPPING WITH BARANGAY SAP-ANG FARMERS' ASSOCIATION	06/21/2012	06/21/2012	8 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
ON-SITE TRAINING ON RAINFORESTATION AND NURSERY ESTABLISHMENT FOR BARANGAY FARMERS' ASSOCIATION	05/29/2012	06/01/2012	24 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
ON-SITE TRAINING ON RAINFORESTATION AND NURSERY ENHANCEMENT FOR KAHUPIAN UPLAND FARMERS' ASSOCIATION	04/27/2012	04/28/2012	16 HOURS	ENVIRONMENTAL DEVELOPMENT/ TECHNICAL	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE FOUNDATION FOR THE PHILIPPINE ENVIRONMENT
WORKSHOP ON CONCEPTUALIZING RESEARCH AND DEVELOPMENT PROJECTS	07/22/2011	07/23/2011	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY AND OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
HANDS-ON TRAINING ON ORGANIC FARMING AND FERTILIZER PRODUCTION	08/23/2010	08/27/2010	32 HOURS	AGRICULTURAL DEVELOPMENT/ TECHNICAL	ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE
MANAGEMENT OF LABORATORY WASTES	07/22/2010	07/22/2010	8 HOURS	AGRICULTURAL DEVELOPMENT/ TECHNICAL	VISAYAS STATE UNIVERSITY AND OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
2-DAY HANDS-ON TRAINING ON ORGANIC FARMING	04/15/2010	04/16/2010	16 HOURS	AGRICULTURAL DEVELOPMENT/ TECHNICAL	ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

(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)
WRITING, PROOFREADING, COMMUNITY ORGANIZING	NONE	VSU ADPA
PHOTO EDITING, DESKTOP LAYOUTING, INTERIOR DECORATING, ARTS AND CRAFTS		

(Continue on separate sheet if necessary)

SIGNATURE



DATE

05 December 2024

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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ TRANSFER OF JOB/WORK _____
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.
ATTY. VIVIAN E. VIDALLON Secretary to the Sangguniang Panlungsod	SP Office, 3/F City Hall, New Diversion Road, Barangay Gaas, Baybay City, Leyte	09399202711
HON. CARMEN L. CARI, SP Member to the 6th Sangguniang Panlungsod of Baybay	Candadam, Baybay City, Leyte	09176282008
DR. RENEZITA S. COME Professor, College of Forestry and Environmental Sciences	College of Forestry and Environmental Sciences, Visayas State University Main Campus, Pangasugan, Baybay City, Leyte	9988630524

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.

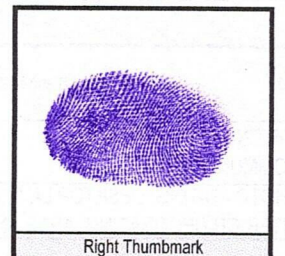


ANNA PATRICE S. BORNEO

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:	DRIVER'S LICENSE
ID/License/Passport No.:	H03-00-03456
Date/Place of Issuance:	October 18, 2023 / BAYBAY CITY, LEYTE

Signature (Sign inside the box)
05 December 2024
Date Accomplished



SUBSCRIBED AND SWORN to before me this 02 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN L. GUINOCOR Notary Public/ 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: June 10, 2024 – Present
- Position: Administrative Assistant V (Private Secretary I)
- Name of Office/Unit: Office of the Vice President for Research, Extension, and Innovation
- Immediate Supervisor: Dr. Santiago T. Peña, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties:

- Perform administrative support to the VP for REI such as drafting communications, office Memos and other related documents, prepare liquidations and travel-related documents of the VP, keep track of the VP's schedule of activities, etc.
- Provide general support to the activities of the Office of the Vice President for Research, Extension, and Innovation and arrange/monitor the official appointments and functions of the VP for REI.
- Screen and facilitate visitors of the VP for REI.
- Prepare and manage files and office documents/records.
- Coordinate and collaborate with other offices within and/or outside OVPREI and VSU to ensure efficient and timely delivery of services.
- Handle critical/confidential matters appropriately as assigned by the VP for REI.
- Perform other tasks as assigned by the VP for REI.

- Duration: July 21, 2019 – June 9, 2024
- Position: Administrative Aide IV (Clerk II)
- Name of Office/Unit: Sangguniang Panlungsod Office
- Immediate Supervisor: Atty. Vivian E. Vidallon
- Name of Agency/Organization and Location: CGO-Baybay, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties:

- Act as secretary in the Committee meetings of SP members.
- Write/prepare minutes of meetings (written minutes are reviewed by immediate supervisor; minutes are edited/revised by the staff according to supervisor's corrections.
- Assist in SP sessions (e.g. routing of documents for SP Member's signature) when needed or as assigned by immediate supervisor.

- In-charge of the LGU Scholarship Program for College and Scholarship for Advanced Studies (Medicine) – review and collate the requirements (documents) submitted by the scholarship applicants; prepare the submitted documents for Mayor's approval and signature; update the master list of approved new and existing scholars for proper documentation; coordinate with the scholarship in-charge of the different schools where the scholars are studying; prepare and process the disbursement voucher for scholars' tuition fee payment to the schools.
- Perform other tasks assigned by the immediate supervisor such as encoding draft documents (e.g. City Ordinance) subject for review/corrections by the immediate supervisor; necessary changes or revisions are made by the staff based on the supervisor's corrections.

- Duration: August 1, 2016 – July 20, 2019
- Position: Administrative Aide IV (Clerk II)
- Name of Office/Unit: City Mayor's Office
- Immediate Supervisor: Former City Mayor Hon. Carmen L. Cari
- Name of Agency/Organization and Location: LGU-Baybay, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties:

- Write communications/letters, message/speech as Honored Guest, Mayor's message for souvenir programs, and other written documents as assigned by the City Mayor (all documents are reviewed by the City Mayor and necessary revisions are made by the staff according to the corrections).
- In-charge of the LGU Scholarship Program for College and Scholarship for Advanced Studies (Medicine) – review and collate the requirements (documents) submitted by the scholarship applicants; prepare the submitted documents for Mayor's approval and signature; update the master list of approved new and existing scholars for proper documentation; coordinate with the scholarship in-charge of the different schools where the scholars are studying; prepare and process the disbursement voucher for scholars' tuition fee payment to the schools.
- Write other documents as assigned or instructed by the City Mayor (e.g. Memorandum, Travel Order, and Certifications); these documents are reviewed by the City Mayor and final revisions are made by the staff based on the corrections.

- Duration: February 2012 – December 2013
- Position: Research Assistant
- Name of Office/Unit: ViSCA Foundation for Agricultural and Rural Development, Inc. (ViFARD)
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: VSU, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties:

- Responsible for documenting activities and preparing documentation reports of the project components (Knowledge Management, Natural Resource Management, Partnership Building, and Sustainability Mechanism) and community organizing activities;
- Coordinating, facilitating and documenting on-site training on Rainforestation and nursery establishment in the project sites;
- Preparing monthly Expenditure Liquidation Report;
- Assisting in the collection of primary and secondary data for the project reports;
- Assisting in the development of business sector-LGU-CSO-community partnership for natural resource management initiatives;
- Keeping documents, data, and process documentation reports acquired during the project implementation;
- Preparing monthly, quarterly, mid-year and annual report and other accomplishment reports, and; performing other project-related tasks assigned by the project director and project leaders.

  
ANNA PATRICE S. BORNEO

(Signature over Printed Name of Employee/Applicant)

Date: 17 December 2024