

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	SUMARIA		
FIRST NAME	MA. GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CURAY		
3. DATE OF BIRTH (mm/dd/yyyy)	8/9/1993	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	JAGNA, BOHOL	If holder of dual citizenship, please indicate the details.	
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:		
7. HEIGHT (m)	1.6 m	17. RESIDENTIAL ADDRESS	N/A ZONE 5 House/Block/Lot No. Street N/A BRGY. PATAG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	75 kg	ZIP CODE	6521
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	N/A ZONE 5 House/Block/Lot No. Street N/A BRGY. PATAG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005056942	ZIP CODE	6521
11. PAG-IBIG ID NO.	917082576782		
12. PHILHEALTH NO.	12-025475883-9		
13. SSS NO.	34-5429628-9	19. TELEPHONE NO.	N/A
14. TIN NO.	477-051-276-000	20. MOBILE NO.	+63 932 729 1428
15. AGENCY EMPLOYEE NO.	V00921	21. E-MAIL ADDRESS (if any)	grace.sumaria@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SUMARIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAYMOND	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUMBA			
OCCUPATION	SCIENCE RESEARCH ASSISTANT			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	PHILROOTCROPS, ENG'G DIVISION, VSU, VISCA, BAYBAY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CURAY			
FIRST NAME	RICARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GULTIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MOQUIRING			
FIRST NAME	BLESS			
MIDDLE NAME	BUYO		(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	ALICIA CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	2000	2006	N/A	2006	WITH HONORS
SECONDARY	UBAY NATIONAL SCIENCE HIGH SCHOOL	SECONDARY EDUCATION	2006	2010	N/A	2010	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN	BS IN AGRICULTURAL ENGINEERING	2010	2015	N/A	2015	NONE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - DILIMAN	MS IN ENVIRONMENTAL ENGINEERING	2017	2020	N/A	2020	CHED K-12 Grantee

(Continue on separate sheet if necessary)

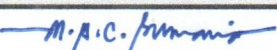
SIGNATURE		DATE	June 30, 2021
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[illegible]

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	June 30, 2021
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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	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			
	Participated in the "Training Program For State Universities And Colleges: Testing and Evaluation Of Agricultural Machinery"	4/30/2021	5/28/2021	15.0	Technical	Agricultural Machinery Testing and Evaluation Center
	Poster Presenter during the Water Security and Climate Change (WSCC) Digital Conference 2021	3/1/2021	3/4/2021	40.0	Technical	TH Köln, Faculty of Spatial Development and Infrastructure Systems & Vietnam Academy for Water Resources
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	3.0	Managerial	Visayas State University
	Completed the "Online Trainor's Training on Software-Aided Feasibility Study Preparation And Evaluation For Agricultural and Fisheries Facilities and Mechanization Projects"	9/21/2020	9/28/2020	64.0	Technical	Department of Agriculture Bureau of Agricultural and Fisheries Engineering
	Participated in the "Webinar on Introduction to Copyright and Fair Use for Educators"	8/28/2020	8/28/2020	3.0	Technical	VSU Office of the Director for Innovation
	Paper Presenter during the 6th International Conference on Multidisciplinary Research (6ICMR) to her paper entitled "Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques"	02/06/20202	2/8/2020	2.0	Technical	La Consolacion College Bacolod (LCCB)
	Paper Presenter during the 6th International Conference on Multidisciplinary Research (6ICMR) to her paper entitled "Performance Evaluation of a Solar Dryer "	02/06/20202	2/8/2020	2.0	Technical	La Consolacion College Bacolod (LCCB)
	Participated in the 6th International Conference on Multidisciplinary Research (6ICMR)	02/06/20202	2/8/2020	24.0	Technical	La Consolacion College Bacolod (LCCB)
	Participated in the 2nd Development of Location Specific CAMDT Workshop	8/14/2017	8/15/2017	16.0	Technical	University of the Philippines Los Banos
	Workshop in Preakation for Level III Phase 2 AACUP Accreditation	6/20/2017	6/21/2017	16.0	Managerial	Visayas State University,QAC
	Participated in the "Development of Location Specific CAMDT Workshop"	4/24/2017	4/25/2017	16.0	Technical	University of the Philippines Los Banos
	Facilitator on the College of Engineering Job seeking seminar	5/24/2017	5/24/2017	4.0	Managerial	College of Engineering, Visayas State University
	Participated in the 28th Philippine Agricultural Week", 14th International Agricultural Engineering Conference Exhibition", and "67th PSAE Annual National Convention"	4/23/2017	4/29/2017	56.0	Technical	Philippine Society of Agricultural Engineers
	Resource person on "Climate Information Services (CIS) Provisioning in Agriculture Sector" Regional Training for Visayas	12/12/2016	12/14/2016	24.0	Technical	University of the Philippines Los Banos
	Participated in the National Trainers' Training for a component of AMIA 2 on "Climate Information Services (CIS) Provisioning in Agriculture Sector"	11/28/2016	12/2/2016	42.0	Technical	University of the Philippines Los Banos
	Key Resource Speaker on the "Climate Change Adaptation Technologies, Mitigation Techniques, and Management Seminar"	11/19/2016	11/19/2016	4.0	Managerial	Philippine Society of Agricultural Engineers (PSAE-VSU)
	Participated on th Seminar on Research Ethics and Techniques in Scientific Writing presented by Dr. Roland Neil Perry of the University of Hertfordshire, United Kingdom	10/26/2016	10/26/2016	4.0	Technical	Visayas State University
	Key Resource Speaker on the Agricultural Engineering Seminar and Exhibit with a theme "State-of-the-Art Agricultural Engineering Technologies Knowledge Acquisition and Application"	10/22/2016	10/22/2016	4.0	Technical	Philippine Society of Agricultural Engineers (PSAE-VSU)
	Facilitator on the Training of Facilitators on Community-based Micro-Enterprise School (CMES) for the VSU-OXFAM development project	4/1/2016	4/1/2016	8.0	Managerial	Visayas State University - OXFAM
	Poster Presenter during the 13th International Agricultural Engineering Conference and Exhibition", "60th PSAE Annual National Convention", and " 27th Philippine Agricultural Engineering Week"	4/24/2016	4/30/2016	56.0	Technical	Philippine Society of Agricultural Engineers
	Participant during the Updating and Planning Meeting of RCM Project	12/14/2015	12/18/2015	35.0	Managerial	Department of Agriculture - Regional Office XI
(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)	
	SINGING, PLAYING BADMINTON		N/A		Member, Philippine Society of Agricultural Engineers	
	PROFICIENCY IN MICROSOFT OFFICE APPLICATIONS					
	PROFICIENCY IN AutoCAD and C++ programming language					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	June 30, 2021	

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 checked="" type="checkbox"/> NO If YES, give details: Finished contract _____																
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)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. ROBERTO C. GUARTE</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09173108078</td></tr><tr><td>PROF. ARTHUR IT. TAMBONG</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09052704515</td></tr><tr><td>DR. DANIEL LESLIE S. TAN</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09328685396</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. ROBERTO C. GUARTE	VSU, VISCA, BAYBAY CITY, LEYTE	09173108078	PROF. ARTHUR IT. TAMBONG	VSU, VISCA, BAYBAY CITY, LEYTE	09052704515	DR. DANIEL LESLIE S. TAN	VSU, VISCA, BAYBAY CITY, LEYTE	09328685396				
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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.																	
<table><tr><td colspan="2">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:</td><td>Passport</td></tr><tr><td>ID/License/Passport No.:</td><td>P8541722A</td></tr><tr><td>Date/Place of Issuance:</td><td>08/30/2018 , DFA NCR East</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:	Passport	ID/License/Passport No.:	P8541722A	Date/Place of Issuance:	08/30/2018 , DFA NCR East	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">30 JUNE 2021</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		30 JUNE 2021		Date Accomplished	
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Right Thumbmark																	
SUBSCRIBED AND SWORN to before me this <u>31 AUG 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.																	
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath														
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Person Administering Oath																	

WORK EXPERIENCE SHEET


Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: August 16, 2016 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering -Visayas State University
- Immediate Supervisor: Prof. Arthur It. Tambong
- Name of Agency/Organization and Location: Department of Agricultural and Biosystems Engineering -Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Produced Instructional Materials for major subjects (Lecture and Laboratory Manuals)
 - Conducted Research and Extension Projects
 - Conducted classes, quizzes, long exams, term exams and practical exams
 - Developed and revised course syllabi and made table of specifications
 - Conducted support services to the university
- Summary of Actual Duties
 - Responsible for imparting knowledge to students; motivates students to learn by giving examinations, quizzes, and projects; conducts research study and extend services in nearby communities. Performs other related functions.

- Duration: September 30, 2016 - August 15, 2016
- Position: VSU-OXFAM Assistant Component Leader
- Name of Office/Unit: Philrootcrops Center-Visayas State University
- Immediate Supervisor: Dr. Daniel Leslie Tan
- Name of Agency/Organization and Location: Philrootcrops Center-Visayas State University

- Duration: February 1, 2016 – August 15, 2016
- Position: VSU-OXFAM Research Assistant
- Name of Office/Unit: Philrootcrops Center-Visayas State University
- Immediate Supervisor: Dr. Daniel Leslie Tan
- Name of Agency/Organization and Location: Philrootcrops Center-Visayas State University


MA. GRACE CURAY SUMARIA
 (Signature over Printed Name of
 Employee/Applicant)

Date: 30 JUNE 2021