

# 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	ESTOY		
FIRST NAME	LUCENITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SANCHEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	22/06/1960	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	Tudela, Cebu	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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Zone 3 Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.47	ZIP CODE	6521
8. WEIGHT (kg)	59.6		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Zone 3 Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID/BP NO.	2004716808	ZIP CODE	6521
11. PAG-IBIG ID/RTN NO.	915197015858		
12. PHILHEALTH NO.	13-000103216-0		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	108-816-200	20. MOBILE NO.	09159654264
15. AGENCY EMPLOYEE NO.	V00872	21. E-MAIL ADDRESS (if any)	N/A

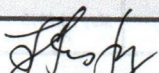
## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESTOY		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)	ZENDY S. ESTOY-PASCUAL	20/10/1984
MIDDLE NAME	DELA CRUZ		MICHELLE S. ESTOY-GUMBA	28/02/1987
OCCUPATION	Security Guard		MAY ANN S. ESTOY	02/05/1989
EMPLOYER/BUSINESS NAME	Visayas State University		JOSEPH EDZEN S. ESTOY	05/10/1991
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SANCHEZ			
FIRST NAME	TEOFILO	NAME EXTENSION (JR., SR)	*	
MIDDLE NAME	ISIDRO			
25. MOTHER'S MAIDEN NAME				
SURNAME	POLANCOS			
FIRST NAME	MAXIMIANA			
MIDDLE NAME	LAMOSTE			

(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	McArthur Elementary School	Primary Education	1966	1972	Graduated	1972	First Honor
SECONDARY	Immaculate Conception Institute	High School	1974	1978	Graduated	1978	Salutatorian
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Vsayas State College of Agriculture	Bachelor of Science in Home Economics	1978	1982	Graduated	1982	College Scholar
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	May 20, 2019
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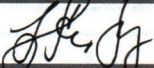
(Continue on separate sheet if necessary)

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
	N/A	N/A	N/A	N/A	N/A      N/A

(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						
	4/1/2019	present	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	17,975.00	09-1	contractual	Y
	01/02/2018	3/31/2019	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	17,473.00	09-1	contractual	Y
	01/01/2017	1/31/2018	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	16,986.00	09-1	contractual	Y
	01/01/2016	31/12/2016	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	16512.00	09-1	contractual	Y
	04/05/2015	31/12/2015	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	16051.00	09-1	contractual	Y
	01/07/2014	30/04/2015	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	8800.00	N/A	job order	N
	01/04/2014	30/06/2014	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	8000.00	N/A	job order	N
	01/01/2014	31/03/2014	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	7480.00	N/A	job order	N
	01/03/2012	31/12/2013	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	10,195.00	N/A	job order	N
	01/08/2010	29/02/2012	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	14,570.00	N/A	job order	N
	01/01/2001	31/07/2010	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State University	6,500.00	N/A	job order	N
	01/10/2000	31/12/2000	Science Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State College of Agriculture	7,000.00	N/A	job order	N
	01/01/1996	29/02/1996	Science Research Assistant	Department of Agricultural Chemistry and Food Science, Visayas Sate College of Agriculture	6,866.00	09-1	contractual	Y
	01/01/1995	31/12/1995	Science Research Assistant	Department of Agricultural Chemistry and Food Science, Visayas Sate College of Agriculture	5,660.00	09-1	contractual	Y
	01/01/1994	31/12/1994	Science Research Assistant	Department of Agricultural Chemistry and Food Science, Visayas State College of Agriculture	4460.00	09-1	contractual	Y
	01/01/1990	31/12/1993	Research Assistant	Department of Agricultural Chemistry and Food Science, Visca Foundation for Agricultural and Rural Development, Inc.	3500.00	N/A	contractual	N
	01/01/1989	31/12/1989	Research Assistant	Department of Agricultural Chemistry and Food Science, Visca Foundation for Agricultural and Rural Development, Inc.	1707.90	N/A	contractual	N
	01/01/1988	31/12/1988	Research Assistant	Philippine Rootcrops Research and Training Center, Visca Foundation for Agricultural and Rural Development, Inc.	1552.60	N/A	contractual	N
	01/01/1987	31/12/1987	Research Assistant	Philippine Rootcrops Research and Training Center, Visca Foundation for Agricultural and Rural Development, Inc.	1186.00	N/A	contractual	N
	01/01/1985	31/12/1986	Research Assistant	Philippine Rootcrops Research and Training Center, Visca Foundation for Agricultural and Rural Development, Inc.	992.00	N/A	contractual	N
	01/05/1984	31/12/1984	Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State College of Agriculture	992.00	09-1	contractual	Y
	01/01/1984	30/04/1984	Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State College of Agriculture	902.00	09-1	contractual	Y
	26/04/1982	31/12/1983	Research Assistant	Philippine Rootcrops Research and Training Center, Visayas State College of Agriculture	853.00	09-1	contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 20, 2019
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-PROFIT / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

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

(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			
	Training on Good Practices on Cassava Production and Processing	19/07/2017	24/07/2017	8.0	Technical	Agricultural Training Institute Regional Training Center 8
	Training on Cassava Processing and Food Safety	17/03/2017	17/03/2017	8.0	Technical	Carlos Hilado Memorial State College
	Training on Cassava Processing and Good Manufacturing Practices (GMP)	09/03/2017	09/03/2017	8.0	Technical	Department of Agriculture Regional Field Office XIII
	Cassava and Sweetpotato Food Processing and Utilization Training	03/11/2016	04/11/2016	16.0	Technical	The Philippine Red Cross Haiyan Recovery Operation Leyte
	Training on Good Manufacturing Practices on Cassava Production and Processing	11/07/2016	15/07/2016	8.0	Technical	Agricultural Training Institute Regional Training Center 8
	Training on Rootcrop Processing and Good Manufacturing Practices	27/03/2016	27/03/2016	8.0	Technical	Oxford Committee for Famine Relief (OXFAM) and Visayas State University
	Training of Facilitators on Community-based Micro-Enterprise School	01/04/2016	01/04/2016	8.0	Technical	Oxford Committee for Famine Relief (OXFAM) and Visayas State University
	Training on Good Manufacturing Practices (GMP) and Food Processing	17/04/2015	17/04/2015	8.0	Technical	Philippine Higher Education Research Network (PHERNet), Philippine Rootcrop Research and Training Center, Visayas State University
	International Training on Food Processing Methods and Food Safety Protocols	02/11/2014	15/12/2014	16.0	Technical	United Nations University, Japan; Philippine Rootcrop Research and Training Center, Visayas State University
	Training on Processing and Preservation of Rootcrops, Vegetables and Fruits	17/11/2014	19/11/2014	16.0	Technical	Department of Agriculture, UK Aid Department for International Development and Food and Agriculture Organization of the United Nations
	Agro-Panginabuhi Caravan sa Park	16/12/2013	20/12/2013	8.0	Technical	Municipality of Hilongos, Leyte
	8th PSLAB Scientific Conference	23/11/2012	23/11/2012	8.0	Technical	Philippine Society for Lactic Acid Bacteria (PSLAB), Inc. and Visayas State University
	Focused Group Discussion on Functional Foods	30/03/2012	30/03/2012	8.0	Technical	Eastern Visayas Health Research and Development Consortium, Department of Science and Technology 8
	Training on Rootcrop Production, Processing and Utilization	17/10/2011	20/10/2011	8.0	Technical	Philippine Rootcrop Research and Training Center
	Training on the Use of Granulated Microbial Rennet in Cheese Making	21/09/2010	21/09/2010	8.0	Technical	The National Institute of Molecular Biology and Biotechnology of the University of the Philippines Los Baños, DA-Biotechnology Program and Philippine Carabao Center.
	Management of Laboratory Wastes	22/07/2010	22/07/2010	4.0	Technical	Visayas State University
	6th Annual Conference of Philippine Society for Lactic Acid Bacteria (PSLAB), Inc.	05/11/2009	05/11/2009	8.0	Technical	Philippine Society for Lactic Acid Bacteria (PSLAB), Inc. and Visayas State University
	Product Launching of BIOTECH-DOST DAS™ Kits	29/07/2009	29/07/2009	8.0	Technical	The National Institute of Molecular Biology and Biotechnology (BIOTECH), University of the Philippines, Los Baños
	Training on Sweetpotato Production and Processing	13/03/2009	13/03/2009	8.0	Technical	Philippine Rootcrop Research and Training Center
	Business Opportunity and Product Packaging for Commercialization	20/02/2009	20/02/2009	8.0	Technical	Visayas State University
	38th CSSP Scientific Conference	12/05/2008	16/05/2008	24.0	Technical	The Crop Science Society of the Philippines, Inc. Crop Science Cluster, University of the Philippines Los Baños, College, Laguna










(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)
	Cooking		N/A		Philippine Society for Lactic Acid Bacteria (PSLAB), Inc.
	Reading				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 20, 2019
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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)?	<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: _____ 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./CEL NO.</th></tr></thead><tbody><tr><td>Dr. Julie D. Tan</td><td>PhilRootcrops, Visayas State University, Baybay City, Leyte</td><td>053-563-7229</td></tr><tr><td>Dr. Marcelo A. Quevedo</td><td>PhilRootcrops, Visayas State University, Baybay City, Leyte</td><td>053-563-7229</td></tr><tr><td>Dr. Roberta D. Lauzon</td><td>Department of Food Science and Technology, VSU, Baybay City, Leyte</td><td>09172751950</td></tr></tbody></table>		NAME	ADDRESS	TEL./CEL NO.	Dr. Julie D. Tan	PhilRootcrops, Visayas State University, Baybay City, Leyte	053-563-7229	Dr. Marcelo A. Quevedo	PhilRootcrops, Visayas State University, Baybay City, Leyte	053-563-7229	Dr. Roberta D. Lauzon	Department of Food Science and Technology, VSU, Baybay City, Leyte	09172751950
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Dr. Roberta D. Lauzon	Department of Food Science and Technology, VSU, Baybay City, Leyte	09172751950											
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>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: <b>Voter's ID</b></td></tr><tr><td>ID/License/Passport No.: <b>3708-0147A-B2259LSE20000</b></td></tr><tr><td>Date/Place of Issuance: <b>Baybay City, Leyte</b></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: <b>Voter's ID</b>	ID/License/Passport No.: <b>3708-0147A-B2259LSE20000</b>	Date/Place of Issuance: <b>Baybay City, Leyte</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>May 20, 2019</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>May 20, 2019</b>	Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <b>18 JUN 2019</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td><b>ATTY. RYSAN C. GUINOCOR</b></td></tr><tr><td><b>VSU LEGAL OFFICER</b></td></tr></table>			<b>ATTY. RYSAN C. GUINOCOR</b>	<b>VSU LEGAL OFFICER</b>									
													
<b>ATTY. RYSAN C. GUINOCOR</b>													
<b>VSU LEGAL OFFICER</b>													

**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: January 1, 2019 – present
  - Position: Science Research Assistant
  - Name of Office/Unit: Philippine Root Crop Research and Training Center
  - Immediate Supervisor: Julie D. Tan
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
  - List of Accomplishments and Contributions
    - Assist in the development of different root crop food product cassava salvaro. Generate income through production of different root crop food products and serve as resource person during extension activities and trainings.
  
  - Summary of Actual Duties
    - Responsible for the conduct of food product development research, generate income through mass production of cassava cookies and other root crop based products and serve as resource person during trainings and other extension activities.
- 
- Duration: January 1, 2002 – December 31, 2019
  - Position: Science Research Assistant
  - Name of Office/Unit: Philippine Root Crop Research and Training Center
  - Immediate Supervisor: Julie D. Tan
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
  - List of Accomplishments and Contributions
    - Assist in the development of different root crop food products; cassava cookies, Tarroz wine, cassava espasol and cassava macaroons
  
  - Summary of Actual Duties
    - Responsible for the conduct of food product development research, generate income through mass production of cassava cookies and other root crop based products and serve as resource person during trainings and other extension activities.



**LUCENITA S. ESTOY**

(Signature over Printed Name  
of Employee/Applicant)

Date: June 11, 2019