

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	Abit		
FIRST NAME	Ma. Gweneth	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Manacpo		
3. DATE OF BIRTH (mm/dd/yyyy)	09/22/1993	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	Baybay City, Leyte	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	
7. HEIGHT (m)	1.55	ZIP CODE	House/Block/Lot No. Street VSU Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	52		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	021-1819-7783-1		
11. PAG-IBIG ID NO.	ON PROCESS	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-025244570-7	ZIP CODE	House/Block/Lot No. Street VSU Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
13. SSS NO.	N/A		
14. TIN NO.	705-361-382		
15. AGENCY EMPLOYEE NO.	V-01035		
19. TELEPHONE NO.	053-563-7716		
20. MOBILE NO.	09423426753		
21. E-MAIL ADDRESS (if any)	gwen_abit@yahoo.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Abit			
FIRST NAME	Raul	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Libanan			
25. MOTHER'S MAIDEN NAME				
SURNAME	Manacpo			
FIRST NAME	Bienvenida			
MIDDLE NAME	Ramilo			

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		2000	2006		2006	
SECONDARY	Visayas State University Laboratory High School		2006	2010		2010	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Visayas State University		2010	2014		2014	CAFAP
GRADUATE STUDIES	Visayas State University		2015	2017		2017	DOST-ASTHRDP

(Continue on separate sheet if necessary)

08/08/2019

IV. CIVIL SERVICE ELIGIBILITY

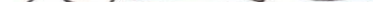
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Licensure Examination for Agriculturists		June 1-3, 2014	Cebu City	0020362	09/22/2020
	NC III- Agri-crop Production			VSU Campus, Baybay City, Leyte	1508020300598 9	5/7/2020

(Continue on separate sheet if necessary)

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/08/2019
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-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		
	938 STATION KABALIKAT CIVICOM BAYBAY CHAPTER	1/11/2018	Present		Member
	VSU-CC	1/11/2017	Present		Member

(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)

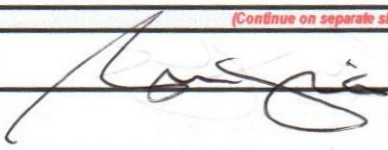
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Leadership seminar and values reorientation	February 24, 2018	February 24, 2018			VSU-CC, Visayas State University
	OPSI sugarcane farm management training	02/20/2018	02/22/2018			Sugar Regulatory Administration
	Echo seminar-workshop on the 1st association of education researchers and trainers (ASSERT) national convention on outcome-based education	7/2/2018	7/2/2018			Visayas State University
	Intellectual property foundation course	5/12/2017	6/12/2017			Visayas State University
	Seed production and management training.	7/7/2015	10/7/2015			Food and Agriculture Organization of the United Nations.
	Skills development in animal production, slaughtering operation and cultural management practices of different agronomic and horticultural crops.			200.0		Visayas State University
	Training on rice and rice-based technologies for areas affected by super-typhoon Yolanda	05/20/2014	05/27/2014			Philippine Rice Research 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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/08/2019
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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 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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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.
VICOTR B. ASIO	VISAYAS STATE UNIVERSITY	9176341438
BERTA C. RATILLA	VISAYAS STATE UNIVERSITY	9169724921
RUTH O. ESCASINAS	VISAYAS STATE UNIVERSITY	9064140686
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.		

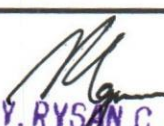


Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PRC
ID/License/Passport No.: 0020362
Date/Place of Issuance: 06/25/2014-TACLOBAN CITY

 Signature (Sign inside the box) 08/08/19 Date Accomplished
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SUBSCRIBED AND SWORN to before me this 19 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSAN C. GUINOCOR
VSULEGAL 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: August 4, 2017 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Agronomy-Visayas State University
- Immediate Supervisor: Ulysses A. Cagasan
- Name of Agency/Organization and Location: Department of Agronomy-Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Updated AgSc III OBE syllabus
 - Conducted research (NCT-Hybrid rice 2018-2019)
 - Coordinated Agronomy classes
 - Conducted laboratory and lecture classes, quizzes, long exams, term exams and practical exams
 - Handled and supervised Thesis Advisees'
 - Chairmanship and membership of different department committees
 - Computed and submitted grades
- Summary of Actual Duties
 - Responsible in conducting classes, quizzes, long exams, term exams and practical exams. Revising course syllabi, and table of specifications. Submitting of midterm and final grades of students. Conducting research of the department.


MA. GWENETH M. ABIT

(Signature over Printed Name
of Employee/Applicant)

Date: 08/08/2019