

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	BRAVO		
FIRST NAME	MAE ANN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ARSIS		
3. DATE OF BIRTH (mm/dd/yyyy)	21/01/1994	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	COTTAGE L., DUPLEX HOUSING House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5 m	ZIP CODE	6521-A
8. WEIGHT (kg)	45 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street SITIO SOONG BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	121242383596		
12. PHILHEALTH NO.	13-025314398-4		
13. SSS NO.	06-3723396-5	19. TELEPHONE NO.	563-7870
14. TIN NO.	472-932-135-000	20. MOBILE NO.	09464729899
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	maeann.bravo@vsu.edu.ph

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	N/A	NAME EXTENSION (JR., SR) N/A	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	BRAVO			
FIRST NAME	ARMANDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MORALES			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARSIS			
FIRST NAME	MERIAM			
MIDDLE NAME	BAYER			

(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	HIPUSNGO ELEMENTARY SCHOOL	Primary Education	2001	2006	Graduated	2006	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	High School	2006	2010	Graduated	2010	N/A
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 Agriculture major in Soil Science	2010	2015	Graduated	2015	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science major in Soil Science minor in Tropical Ecology	2016	2018	Graduated	2018	SECOND HIGHEST

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 17, 2022
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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

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	N/A	SUASSM
READING		
LEADERSHIP		
DRIVING		


SIGNATURE		DATE	June 17, 2022
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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
	AGRICULTURIST LICENSURE EXAMINATION	PASSED	Nov. 5-7	CAGAYAN DE ORO CITY, MISAMIS ORIENTAL	0035954	21/01/2023
	NCIII IN AGRICULTURAL CROPS	PASSED	Nov. 5-7	VISAYAS STATE UNIVERSITY	N/A	N/A

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 17, 2022
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NAME	ADDRESS	TEL. NO.
MS. LISA I. ARCE	VISAYAS STATE UNIVERSITY	09983386574
DR. SUZETTE B. LINA	VISAYAS STATE UNIVERSITY	9199613922
DR. VICTOR B. ASIO	VISAYAS STATE UNIVERSITY	563-7435
DR. ELIZABETH P. PARAC	CARAGA STATE UNIVERSITY	9175810193

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.



MAE ANN ARSIS BRAVO

SUBSCRIBED AND SWORN to before me this 01 JUL 2022, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSAN C. GUINOCOR
VSU Chief 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: January 2020 - present
- Position: Instructor I
- Name of Office/Unit: Philippine Rootcrops Research and Training Center
- Immediate Supervisor: Dr. Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed proposal for possible funding
 - Served as a project and component leader for different projects
 - Handled academic subjects assigned as affiliate faculty
 - Supervised the overall operations of Central Analytical Services Laboratory (CASL)
- Summary of Actual Duties
 - Responsible for the management of projects under Internationalization and Futures Thinking; provides leadership of the CASL's operation; teaches soil science-related subjects assigned from the affiliated department; provide technical assistance for extension programs

- Duration: January 2019 – December 2019
- Position: COS - Instructor
- Name of Office/Unit: College of Agriculture and Agri-Industries
- Immediate Supervisor: Dr. Elizabeth Parac
- Name of Agency/Organization and Location: Caraga State University, Butuan City, Agusan del Norte
- List of Accomplishments and Contributions (if any)
 - Developed proposal for possible funding
 - Handled agriculture and agriculture-related subjects assigned
 - Supervised the FITS office for extension services to farmers
- Summary of Actual Duties
 - Responsible for teaching agriculture subjects; provides technical support and services


MAE ANNA A. BRAVO

(Signature over Printed Name
of Employee/Applicant)

Date: June 16, 2022