

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	Ramoneda		
FIRST NAME	Kyza Mae	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Mascariñas		
3. DATE OF BIRTH (mm/dd/yyyy)	05/11/1995	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, Philippines	If holder of dual citizenship, please indicate the details.	
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	469 House/Block/Lot No. Street Santa Cruz Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	155	ZIP CODE	
8. WEIGHT (kg)	81		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	469 House/Block/Lot No. Street Santa Cruz Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	1211-5226-3085		
12. PHILHEALTH NO.	13-025356459-9		
13. SSS NO.	0637280248	19. TELEPHONE NO.	N/A
14. TIN NO.	472-243-526	20. MOBILE NO.	+639453566384
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kyzamaeramoned@gmail.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	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Ramoneda		N/A	N/A
FIRST NAME	William	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	Garrido		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Mascariñas		N/A	N/A
FIRST NAME	Brenda		N/A	N/A
MIDDLE NAME	Bandalan		(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	Basic Education	2001	2007	N/A	2007	With Honors
SECONDARY	Visayas State University Laboratory High School	Secondary Education	2007	2011	N/A	2011	With Honors
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 Biotechnology	2011	2015	N/A	2015	Cum Laude
GRADUATE STUDIES	Katholieke Universiteit (KU) Leuven	Master of Molecular Biology	2016	2019	N/A	2019	Cum Laude


(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 10, 2020
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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
	Honor Graduate Eligibility			Civil Service Commission Regional Office No. VIII	100108150416	
	Barangay Official Eligibility			Civil Service Commission Regional Office No. VIII	220108150226	

V. WORK EXPERIENCE <i>(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet.</i>	
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SIGNATURE		DATE	FEBRUARY 10, 2020
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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		
	Philippine Society of Biochemistry and Molecular Biology	2014	2015	N/A	Member
	Visayas State University Biotechnological Society (VBS)	06/03/2013	04/22/2015	N/A	Member
	Visayas State University Biotechnological Society (VBS)	06/06/2011	03/29/2013	N/A	Year Level Representative

(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)

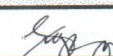
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Bioinformatics Training and Internship Program (BTIP)	11/04/2019	12/13/2019	240	Technical	Philippine Genome Center (PGC), University of the Philippines Diliman
	Tropentag 2018: Global food security and food safety: the role of universities	09/17/2018	09/19/2018	24	Technical	University of Ghent, Ghent, Belgium
	The 2nd International Conference on Non – Tsetse Transmitted Animal Trypanosomiasis	12/18/2017	12/19/2017	16	Technical	Institute of Tropical Medicine, Antwerp, Belgium
	Training in preparation for AACUP Level III, Phase 1 accreditation	06/13/2016	06/14/2016	16	Technical	Center for Continuing Education, Visayas State University, Visca, Baybay City, Leyte, Philippines
	9th International Undergraduate Research Symposium	05/16/2016	05/20/2016	40	Technical	Visayas State University
	Gender Sensitivity Training and Anti-sexual Harassment Orientation	03/23/2016	03/23/2016	8	Technical	Visayas State University
	28th Heinrich Shoenig Biosymposium on "Revisiting the Trending Basics: Biological and Allied Scientific Information on our Changing Society"	03/05/2016	03/05/2016	8	Technical	University of San Carlos Talamban Campus, Cebu City, Philippines
	Philippine Society of Biochemistry and Molecular Biology-Visayas Chapter symposium on "Advances in Biochemistry and Molecular Biology Research"	01/15/2016	01/15/2016	8	Technical	Center for Continuing Education, Visayas State University, Visca, Baybay City, Leyte, Philippines
	"Evaluation of Soil Microbial Functions for Sustainable Agriculture" and "Evaluation and Utilization of Rice as Ruminant Feeds" seminar	09/03/2015	09/03/2015	8	Technical	DASS Audio Visual Room, Visayas State University, Visca, Baybay City, Leyte Philippines
	"Application of Advance Genetic Engineering & Protein Analysis Technique in Studying Chromosomally Abnormal Human Embryonic Stem Cells"	02/26/2015	02/26/2015	8	Technical	Department of Biological Sciences, Visayas State University, Visca, Baybay City, Leyte Philippines
	"The Role of Biochemistry and Molecular Biology in the Rehabilitation and Conservation of Biological Resources"	12/04/2014	12/05/2014	16	Technical	Marco Polo Plaza Hotel, Cebu City, Philippines
	"Mapping of Soybean Aphid Resistance Genes From Plant Introduction (PI)567598B"	10/07/2014	10/07/2014	8	Technical	Visayas State University, Visca, Baybay City, Leyte Philippines
	"Biotechnology Information, Education and Communication"	08/13/2014	08/13/2014	8	Technical	Visayas State University, Visca, Baybay City, Leyte Philippines.
	"Enhancement of the Growth, Yield and Quality of Rootcrops and Vegetables through Macro and Micronutrients Fertilization"	02/26/2014	02/26/2014	8	Technical	Visayas State University, Visca, Baybay City, Leyte Philippines.
	"Sons and Daughters Encounter"	10/14/2012	10/14/2012	8	Technical	Visayas State University, Visca, Baybay City, Leyte Philippines.




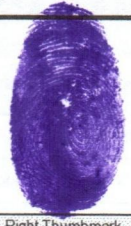
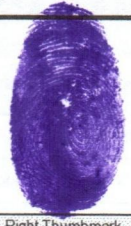
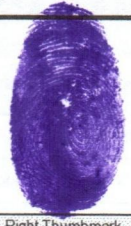



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate		Sangguniang Kabataan City Federation Vice-President of Baybay City, Leyte, 6521, Philippines		
	Molecular Biology Techniques		Sangguniang Kabataan Chairman of Barangay Santa Cruz, Baybay City, Leyte, 6521, Philippines		
	Data Science				
	Microbiology Techniques				
	Plant tissue culture				
	Managerial skills				
	Organized and good communication skills				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 10, 2020
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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 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 checked="" 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. Analyn M. Mazo</td><td>DBS, Visayas State University</td><td>N/A</td></tr><tr><td>Dr. Ma. Theresa P. Loreto</td><td>DBiotech, Visayas State University</td><td>N/A</td></tr><tr><td>Dr. Jacob Glen Jansalin</td><td>Department of Pure and Applied Chemistry, Visayas State University</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Analyn M. Mazo	DBS, Visayas State University	N/A	Dr. Ma. Theresa P. Loreto	DBiotech, Visayas State University	N/A	Dr. Jacob Glen Jansalin	Department of Pure and Applied Chemistry, Visayas State University	N/A
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Dr. Ma. Theresa P. Loreto	DBiotech, Visayas State University	N/A											
Dr. Jacob Glen Jansalin	Department of Pure and Applied Chemistry, Visayas State University	N/A											
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:</td></tr><tr><td>ID/License/Passport No.: EC5547235</td></tr><tr><td>Date/Place of Issuance: 09/30/2015; DFA TACLOBAN</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:	ID/License/Passport No.: EC5547235	Date/Place of Issuance: 09/30/2015; DFA TACLOBAN	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>FEB 11 2020 Date Accomplished</td></tr></table>		Signature (Sign inside the box)	FEB 11 2020 Date Accomplished					
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SUBSCRIBED AND SWORN to before me this <u>FEB 11 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td></tr><tr><td>Notary Public for the Philippines Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	Notary Public for the Philippines Person Administering Oath									
													
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Notary Public for the Philippines 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: May 2016 – June 2016
- Position: Data collector (Job order)
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: Dr. Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Department of Biotechnology, Visayas State University, Baybay City, Leyte, 6521, Philippines

- List of Accomplishments and Contributions (if any)
 - Collected and compiled the needed requirements of the different areas for evaluation
- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks during the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP) accreditation of the Bachelor of Science in Biotechnology degree.

- Duration: June 2015 – March 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Biological Sciences, Visayas State University
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences, Visayas State University, Baybay City, Leyte, 6521, Philippines

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for teaching General Biology, Microbiology, and Microbiology and Parasitology laboratory classes


KYZA MAE M. RAMONEDA

(Signature over Printed Name
of Employee/Applicant)

Date: FEBRUARY 05, 2020