

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	GUMBA		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ESTOY		
3. DATE OF BIRTH (mm/dd/yyyy)	02/28/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Visca, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country.
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)	1.25	17. RESIDENTIAL ADDRESS	N/A
8. WEIGHT (kg)	53	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	A		N/A PATAG
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1212-0304-2720		BAYBAY LEYTE
12. PHILHEALTH NO.	13-0001062795		City/Municipality Province
13. SSS NO.	N/A	18. PERMANENT ADDRESS	N/A
14. TIN NO.	441-480-382-000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V02036		NA PATAG
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09983371895
		21. E-MAIL ADDRESS (if any)	michelles2y.gumba@yahoo.com michelle.gumba@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	GUMBA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RANEL	NAME EXTENSION (JR., SR) N/A	RICHELLE MAE E. OTADORA	2/22/2008
MIDDLE NAME	PERNITO		HANNAH RAE E. GUMBA	11/01/2010
OCCUPATION	Barber			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESTOY			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DELA CRUZ			
25. MOTHER'S MAIDEN NAME	POLANCOS			
SURNAME	ESTOY			
FIRST NAME	LUCENITA			
MIDDLE NAME	SANCHEZ			

(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	ELEMENTARY	1995	2000	N/A	2000	N/A
SECONDARY	VISCA LABORATORY HIGH SCHOOL	SECONDARY	2000	2004	N/A	2004	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	NA	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS in AGRICULTURE MAJOR IN SOIL SCIENCE	2004	2009	N/A	2009	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/2/2024
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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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/2/2024
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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
(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)

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Data Gathering	N/A	N/A
Conducts Laboratory Analysis		
Operate/Manage Laboratory Equipment		
Familiar with computer programs including Microsoft Office Suite (Word, Excel, Power Point)		
Record Keeping/Filling		
Playing Volleyball		

SIGNATURE		DATE 12/2/2024
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DATE _____

12/2/2024

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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES


☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ERLINDA A. VASQUEZ	VSU, Visca, Baybay City, Leyte	9177034791
DILBERTO O. FERRAREN	VSU, Visca, Baybay City, Leyte	09176341488 09266111455
MARLON M. TAMBIS	VSU, Visca, Baybay City, Leyte	9397203797

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.



MICHELLE E. GUMBA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: University ID


ID/License/Passport No.: V02036

Date/Place of Issuance: 05/04/2022 Visca, Baybay City, Leyte

Signature (Sign inside the box)

12/27/2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 05 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

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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: March 16, 2022 - Present
- Position: Science Aide
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Ms. Joy C. Codog
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Worked closely with the project leader in the maintenance of cassava germplasm collection and cassava varieties for regional trial
- Summary of Actual Duties
 - Take charge of the collection and maintenance of cassava germplasm project.
 - Perform HCN analysis and dry matter content of all cassava hybrids and introduced varieties.
 - Help maintain cleanliness and orderliness of experimental field
 - Do other jobs as needed by the center.


MICHELLE E. GUMBA

(Signature over Printed Name
of Employee/Applicant)

Date: 12/2/2024