

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	RIVERA		
FIRST NAME	GERALD	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MANAGBANAG		
3. DATE OF BIRTH (mm/dd/yyyy)	05/07/1987	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: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Warner Room 105 Warner St. House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72	ZIP CODE	6521
8. WEIGHT (kg)	65.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	567 Purok 3 House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	02004351550	ZIP CODE	6521
11. PAG-IBIG ID NO.	121100689749		
12. PHILHEALTH NO.	130001123700		
13. SSS NO.	0672714297	19. TELEPHONE NO.	(053) 563-0541
14. TIN NO.	949064842	20. MOBILE NO.	909-499-6252
15. AGENCY EMPLOYEE NO.	V00790	21. E-MAIL ADDRESS (if any)	geraldrivera@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	RIVERA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CHARIS	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	LIMBO			
OCCUPATION	Teacher			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	VSU, Visca, Baybay City, Leyte			
TELEPHONE NO.	09485105847			
24. FATHER'S SURNAME	RIVERA			
FIRST NAME	JUANITO	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	RAMOS			
25. MOTHER'S MAIDEN NAME	NELLY SABIJON MANAGBANAG			
SURNAME	RIVERA			
FIRST NAME	NELLY			
MIDDLE NAME	MANAGBANAG		(Continue on separate sheet if necessary)	

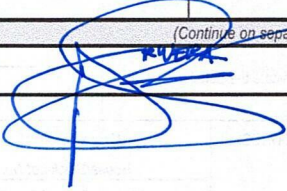
III. EDUCATIONAL BACKGROUND

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	Pangasungan Elementary School	Elementary	1994	2000		2000	N/A
SECONDARY	Baybay National High School	High School	2000	2004		2004	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Animal Science	2008	2012		2012	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Animal Science	2013	2016		2016	N/A

PLEASE SEE ATTACHMENT A
(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2024
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Attachment A

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			
GRADUATE STUDIES	University of the Philippines - Los Banos	Doctor of Philosophy in Animal Science	2018		72		
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/01/2024		

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
	Professional Drivers License		05/07/2019	Baybay City, Leyte	H03-08-000215	05/07/2024

(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						
01/01/2023	PRESENT	Assistant Professor I	Visayas State University	36,619.00	15-1	Permanent	Y
09/15/2022		Assistant Professor I	Visayas State University	35,097.00	15-1	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Permanent	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Permanent	Y
01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Permanent	Y
01/01/2019		Instructor I	Visayas State University	23,222.00	12-2	Permanent	Y
12/01/2018	12/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Permanent	Y
01/01/2018	11/30/2018	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,626.00	12-2	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,626.00	12-2	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
01/01/2016	10/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
11/01/2013	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/23/2013	10/31/2013	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
02/02/2013	06/01/2013	Swine Promotions Representative (SPR)	Univet Nutrition and Animal Healthcare Company (UNAHCO)	9,000.00	-	Contractual	N
06/04/2012	02/01/2013	Animal Technician, Booking Officer, Collector	RAJ Agri Trade Corporation	6,000.00	-	Part-Time	N
12/03/2006	10/06/2007	Cellphone Technician	DM CELLSHOP	2,000.00	-	Part-Time	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2024
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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		
	Kabalikat Civicom Inc. Baybay City, Leyte	03/18/2023	PRESENT	1	Executive Vice President
	Kabalikat Civicom Inc. Baybay City, Leyte	06/18/2018	03/18/2023	255	Secretary General
	Kabalikat Civicom Inc. Baybay City, Leyte	06/15/2016	06/17/2018	255	Auditor

(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			
	BASIC LIFE SUPPORT TRAINING	03/23/2024	03/23/2024	8	Technical	Philippine Coast Guard-Auxillary VSU Student Chapter
	Basic Life Support (CPR & AED)	02/26/2024	03/13/2024	72	Technical	Office of the University Disaster Risk Reduction Management of the Visayas State University
	Drug Abuse Prevention and Education (DAPE) National Seminar-Workshop and Training Program	02/15/2024	02/17/2024	24	Technical	A3D Inc.
	Basic Life Support-CPR 2020 Guidelines with AED, FBAO for Healthcare Workers, and Standard First Aid Training.	06/10/2023	06/12/2023	24	Technical	Philippine Coast Guard
	Seminar-Workshop on Crafting the VSUIHS Handbook	03/30/2023	04/01/2023	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Development of University Policy on Landslide Risk Mitigation for Dormitory Residents at Visayas State University	03/04/2023	03/04/2023	2	Technical	Department of Development Communication
	Basic Risk Assessment	11/24/2022	11/25/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Disaster Risk Reduction, and Management Planning	11/09/2022	11/11/2022	24	Technical	Office of the Civil Defense Region 8
	UDRRM Seminar-Workshop	11/09/2022	11/11/2022	24	Technical	Visayas State University and Office of the Civil Defense (Region)
	National Trainer's Course on Meat Processing using Natural Non-Meat Ingredients	09/29/2020	09/30/2020	16	Technical	International Training Center on Pig Husbandry (ITCPH)
	National Trainer's Course on Swine Artificial Insemination	09/23/2020	09/25/2020	24	Technical	International Training Center on Pig Husbandry (ITCPH)
	Feednovation: 3P's of Alternative Feedstuff	08/28/2020	08/28/2020	8	Technical	International Training Center on Pig Husbandry (ITCPH)
	Ethnoveterinary Medicine: A Viable Alternative for Livestock Therapeutics	08/27/2020	08/27/2020	8	Technical	International Training Center on Pig Husbandry (ITCPH)
	Short Course on Sustainable Pig Farming (LABS-Pigs)	08/18/2020	08/20/2020	24	Technical	International Training Center on Pig Husbandry (ITCPH)
	Basic Course on Pig Husbandry	08/03/2020	08/07/2020	40	Technical	International Training Center on Pig Husbandry (ITCPH)
	National Trainer's Course on Basic Meat Processing	07/15/2020	07/17/2020	24	Technical	International Training Center on Pig Husbandry (ITCPH)
	National Trainer's Course on Animal Waste Management and Utilization	07/06/2020	07/10/2020	40	Technical	International Training Center on Pig Husbandry (ITCPH)

PLEASE SEE ATTACHMENT B

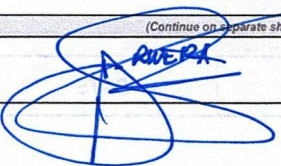
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Ability to work in harmony with co-workers. Excellent typing skills, computer literate.		N/A		International Association of Mentors and Science Educators, Inc.
	Animal Production				Professional Organization of Researchers and Educators of the Philippines, Inc.
	Crop Production and Management				Philippine Association of Teachers & Educational Leaders
	Driving motorize vehicles				Philippine Institute of 21st Century Educators Inc.
					Philippine Association for Teachers and Educators, Inc.
					Visayas State University Faculty Association

PLEASE SEE ATTACHMENT C

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2024
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

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

☐ 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:
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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:
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.
BAYRON S. BAREDO	Visayas State University	09515112133
BEATRIZ S. BELONIAS	Visayas State University	09173113309
SHALOM GRACE C. SUGANO	Visayas State University	09753403552

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.

PHOTO

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

Government Issued ID: DL

ID/License/Passport No.: H0308000215

Date/Place of Issuance: 05/06/2024 / Baybay City

Signature (Sign inside the box)

05/04/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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: April 21, 2024 – Present
- Position: Assistant Professor III (Permanent)
- Name of Office/Unit: Visayas State University Integrated High School
- Immediate Supervisor: Shalom Grace S. Vega
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction
- Summary of Actual Duties
 - Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the immediate supervisor, actively participating in the school activities, ensuring the safety of the students, and performs other related functions.

- Duration: December 1, 2018 – Present
- Position: Assistant Professor 1 (Permanent)
- Name of Office/Unit: Visayas State University Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction

- Summary of Actual Duties
 - Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the immediate supervisor, actively participating in the school activities, ensuring the safety of the students, and performs other related functions.

- Duration: November 1, 2015 – November 30, 2018
- Position: Instructor 1 (Temporary)
- Name of Office/Unit: Visayas State University Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction

- Summary of Actual Duties
 - Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the immediate supervisor, actively participating in the school activities, ensuring the safety of the students, and performs other related functions.

- Duration: June 23, 2013 – October 31, 2013
- Position: Instructor 1 (Contractual)
- Name of Office/Unit: Visayas State University Laboratory High School
- Immediate Supervisor: Rolando A. Arpilleda
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction

- Summary of Actual Duties
 - Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the immediate supervisor, actively participating in the school activities, ensuring the safety of the students, and performs other related functions.



GERALD M. RIVERA
(Signature over Printed Name
of Employee/Applicant)

Date: May 2, 2024