

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	VISCARA		
FIRST NAME	MARIA FARAH	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ABUNDO		
3. DATE OF BIRTH (mm/dd/yyyy)	04/28/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	HILONGOS, LEYTE	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	House/Block/Lot No. Street GACAT Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5748	ZIP CODE	6521
8. WEIGHT (kg)	49		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	723 CAPT. FLODELIS House/Block/Lot No. Street EASTERN Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.	2005362837	ZIP CODE	6524
11. PAG-IBIG ID NO.	167001496335		
12. PHILHEALTH NO.	12-050724933-2	19. TELEPHONE NO.	
13. SSS NO.	06-2703026-2	20. MOBILE NO.	09659445318
14. TIN NO.	264-333-698-000	21. E-MAIL ADDRESS (if any)	mariafarah.viscara@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V01061		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NICOLA FAITH V. FUENTES	11/16/2008
MIDDLE NAME			NOE ALEXANDER V. RECONALLA	3/8/2013
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	VISCARA			
FIRST NAME	FERNANDO	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	VILBAR			
25. MOTHER'S MAIDEN NAME	SANCHEZ			
SURNAME	VISCARA			
FIRST NAME	NENITA			
MIDDLE NAME	ABUNDO		(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	HILONGOS SOUTH CENTRAL SCHOOL		1/6/1995	1/4/1999		1999	
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL		1/6/1999	1/4/2003		2003	
VOCATIONAL / TRADE COURSE							
COLLEGE	LEYTE STATE UNIVERSITY now VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	1/6/2003	1/4/2007		2007	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF SCIENCE IN FOOD SCIENCE AND TECHNOLOGY	12/8/2019	6/15/2020	9.0		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06-10-24	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	--	------	----------	---



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 FOOD TECHNOLOGIST		21/05/2024	City of Manila, Philippines		


(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						
01/01/2024	06/30/2024	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	15,586.00		Contractual	Y
07/01/2023	12/31/2023	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	15,586.00		Contractual	Y
01/01/2023	06/30/2023	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	15,586.00		Contractual	Y
07/01/2022	12/31/2022	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	14,993.00		Contractual	Y
01/01/2022	06/30/2022	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	14,993.00		Contractual	Y
07/01/2021	12/31/2021	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	14,400.00		Contractual	Y
01/01/2021	06/30/2021	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	14,400.00		Contractual	Y
07/01/2020	12/31/2020	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	13,807.00		Contractual	Y
01/01/2020	06/30/2020	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	13,807.00		Contractual	Y
07/1/2019	12/31/2019	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	13,214.00		Contractual	Y
01/01/2019	06/30/2019	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	13,214.00		Contractual	Y
07/01/2018	12/31/2018	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	12,674.00		Contractual	Y
1/2/2018	06/30/2018	SCIENCE AIDE	NATIONAL COCONUT RESEARCH CENTER - VISAYAS	12,674.00		Contractual	Y
9/1/2017	10/20/2017	PRODUCTION AND QUALITY CONTROL OFFICER	LEYTE KOKO OIL INC.	15,000.00		REGULAR	N
10/20/2014	5/1/2017	QUALITY ASSURANCE ANALYST	SC GLOBAL FOOD PRODUCTS, INC.	7,800.00		REGULAR	N
07/28/2014	09/26/2014	QA ASSISTANT	PRINCESS JOLLIANT CORPORATION	6,760.00		REGULAR	N
10/20/2010	10/12/2013	R&D COORDINATOR	PROFOOD INTERNATIONAL CORPORATION	10,400.00		REGULAR	N
1/6/2010	10/19/2010	R&D ANALYST	PROFOOD INTERNATIONAL CORPORATION	7,800.00		REGULAR	N
1/9/2007	9/4/2009	QA ANALYST	PROFOOD INTERNATIONAL CORPORATION	6,760.00		REGULAR	N
5/26/2007	8/30/2007	QUALITY CONTROLLER	LIWAYWAY MARKETING CORPORATION	6,474.00		REGULAR	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06-10-24	CS FORM 212 (Revised 2017), Page 2 of 4
-----------	---	------	----------	---



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			
(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			
	Preparation of Virgin Coconut Oil and Other Coco Products	01/10/2024	01/11/2024	16	Technical	NCRC-V, VSU and LGU Albuera
	Coconut-based Food Processing Skills Training on Buko Pie Production	12/13/2023	12/13/2023	8	Technical	National Coconut Research Center/ VSU
	Investment, Technology and Financing Forum	11/21/2023	11/21/2023	8	Technical	Dept. of Trade and Industry
	Philippine Halal Regulatory Requirements	02/28/2023	02/28/2023	4	Technical	Glenwood Technologies International Inc.
	Emerging Issues on Food Safety	10/27/2022	10/27/2022	4	Technical	Glenwood Technologies International Inc.
	Usapang Negosyo with the topic Farmer-based Enterprises	08/18/2022	08/18/2022	3	Technical	Philippine Coconut Authority
	Usapang Negosyo with the topic Prospects of Coconut Flour Toward Food Security	08/16/2022	08/16/2022	3	Technical	Philippine Coconut Authority
	Food Fraud and Food Defense	07/27/2022	07/27/2022	4	Technical	Glenwood Technologies International Inc.
	Trends and Updates on Hygiene and Sanitation	04/27/2022	04/27/2022	4	Technical	Glenwood Technologies International Inc.
	GMP and HACCP in the Food Industry	02/22/2022	02/22/2022	4	Technical	Glenwood Technologies International Inc.
	FGD on National High Value Coco Products (Visayas Island Group)	12/09/2021	12/09/2021	8	Technical	Visayas State University
	Patent Drafting Lecture cum Writeshop	11/19/2021	11/23/2021	24	Technical	VSU Agri and Food Tech Business Incubator
	33rd Joint VICARP-RRDEN Regional RDE Symposium	11/17/2021	11/18/2021	12	Technical	VSU OVPRE - VICARP Office
	Extension Training-Workshop: Developing Extension Proposal	11/09/2021	11/15/2021	40	Technical	VSU OVPRE - Extension Office
	International Webinar and Workshop on Food Value Chain in the New Normal	10/18/2021	10/22/2021	20	Technical	VSU, DFST, MAFF
	Coco-Kwetuhan sa Negosyo- Coconut Webinar Series	08/24/2021	08/27/2021	16	Technical	Philippine Coconut Authority
	Egg Safety and Nutrition Webinar	07/23/2021	07/23/2021	3	Technical	Dept. of Food Science and Technology, VSU
	Current Good Manufacturing Practices (cGMP)	06/03/2021	06/03/2021	4	Technical	DTI-NCRO
	Webinar on Online Digital Marketing	09/10/2020	09/29/2020	20	Technical	VSU Agriculture Technology Business Incubator
	Training on Identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	4	Technical	VSU SPPMIS
	Coco-Kwetuhan sa Negosyo- Coconut Webinar Series: Day 3- Reviving the Country's Oleochemical Industry	08/26/2020	08/26/2020	3	Technical	Philippine Coconut Authority
	Techno-demo on Coconut Processing and Preservation	06/05/2020	06/05/2020	3	Technical	Department of Food Science & Technology, VSU and LGU Baybay
	Technology Demonstration on Coconut-based Food Products	12/12/2019	12/12/2019	8	Technical	LGU Baybay
	Training Orientation on Potential Coconut-based Livelihood Options and IPM/EPM for Intercrops in Camansihay	11/15/2019	11/15/2019	8	Technical	NCRC-V, VSU
	Basics of Quality Assurance and Control	11/13/2019	11/15/2019	16	Technical	Department of Food Science & Technology, VSU
	Skills Training on Introduction of Current Good Manufacturing Practices and Processing of Vinegar from Coconut Water	10/22/2019	10/25/2019	32	Technical	NCRC-V, VSU and LGU La Paz
	Enhancement Training on Food Processing Particularly on Meat Processing	08/27/2019	08/28/2019	16	Technical	DSWD Bato
	Skills Training on Processing of Vinegar from Coconut Water	10/22/2019	10/25/2019	32	Technical	NCRC-V/VSU
	Enhancement Training on Food Processing	8/27/2019	8/28/2019	16	Technical	DSWD/NCRC-V
	Training on Nutrition Labelling: Improving the Competitiveness of ME Food Processors	04/24/2019	04/24/2019	8.0	Technical	Dept. of Trade and Industry
	Awareness Training on ISO 9001: 2015 Quality Management System	12/13/2018	12/13/2018	8.0	Technical	AGF Consulting Group
	30th Joint VICARP and RRDEN Symposium	11/21/2018	11/23/2018	24.0	Technical	VICARP and RRDEN
	Midyear Meeting and Writeshop on Writing Scientific Publications	09/17/2018	09/19/2018	24.0	Technical	PCAARRD
	Patent Search and Patent Drafting Writeshops	09/10/2018	09/14/2018	40.0	Technical	Intellectual Property Office of the Philippines
	32nd Coconut Week Congress and 1st Coconut World Congress	08/14/2018	08/17/2018	32.0	Technical	Philippine Coconut Authority
	Skills Training on Processing, GMP, Packaging, and Labelling of Coconut Based Food Products	08/06/2018	08/07/2018	16.0	Technical	USAID AND South Pacific Integrated Area Development Foundation, Inc. (SPIADF)
	Seminar on Socio-Economic Researches in Agriculture, Aquatic and Natural Resources (Visayas)	07/31/2018	07/31/2018	8.0	Technical	PCAARRD
	Skills Training on Processing, GMP, Packaging and Labeling of Coconut-based Food Products	06/28/2018	06/29/2018	16.0	Technical	USAID AND South Pacific Integrated Area Development Foundation, Inc. (SPIADF)
	KMME for SSF Cooperators: Mentor Me Program	05/21/2018	05/31/2018	72.0	Technical	Dept. of Trade and Industry
	Pack Pinas! Panalong Packaging para sa Lahat	05/03/2018	05/04/2018	16.0	Technical	Dept. of Trade and Industry
	Internal Quality Audit	04/28/2016	04/28/2016	8.0	Technical	Patricio C. Nocon
	Pest Awareness Seminar	04/20/2016	04/20/2016	8.0	Technical	Princess Mhelyer Fernando
	Introduction to Metrology and Verification of common laboratory instruments	10/4/2015	11/4/2015	16.0	Technical	Engr. Marcelino M. Nicer Jr.
	Allergens and Allergy	01/29/2015	01/29/2015	8.0	Technical	Angel Barnes Jr.
	Food Safety Culture Seminar	01/28/2015	01/28/2015	4.0	Technical	Angel Barnes Jr.
	Good Laboratory Practices	01/28/2015	01/28/2015	4.0	Technical	Angel Barnes Jr.
(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)	
	READING BOOKS	ASOS MHL 8 S			PHILIPPINE ASSOCIATION OF FOOD TECHNOLOGIST (KAPPA CHAPTER)	
	PLAYING BOARD GAMES					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 3 of 4		



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:  
\_\_\_\_\_

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:  
RESIGNATION FROM PREVIOUS WORK

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.
PETER JONSSON	LEYTE KOKO OIL INC., LEYTE, LEYTE	0977-872-0011
EMMANUEL S. LICUP	SC GLOBAL FOOD PRODUCTS INC., BAYBAY CITY, LEYTE	053-563-1016
JUSTIN S. UY	PROFOOD INTERNATIONAL CORP., MANDAUE CITY, CEBU	032-346-1228

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, GISIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: SSS

ID/License/Passport No.: 06-2703026-2

Date/Place of Issuance: CEBU CITY

Signature (Sign inside the box)

06-10-24

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Ryan C. Guinocor  
YSU 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.

Sample: If applying to Supervising Administrative Officer

- Duration: February 2, 2018 - present
- Position: Science Aide
- Name of Office/Unit: National Coconut Research Center-Visayas
- Immediate Supervisor: Marisel A. Leorna
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)  
Developed new coconut based food products

- Duration: February 2, 2018 - present
- Position: Science Aide
- Name of Office/Unit: National Coconut Research Center-Visayas
- Immediate Supervisor: Marisel A. Leorna
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
  - Assist the project/study leaders in the implementation of Research, Development, Extension and Production activities of the Food Section; supervise the laborers in implementing the activities of the section; gather data, analyze and prepare reports; and do other activities as requested by the supervisors.

  
MARIA FARAH A. VISCARA

(Signature over Printed Name  
of Employee/Applicant)

Date: 06-10-24