CS Form No. 212 Revised 2017

## **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.

	es ( ) and use separate sheet if necessary. Inc	dicate N/A if not applicable. DO NOT	ABBREVIATE.		1. CS ID No.		(Do not fill up.	For CSC use only	
I. PERSONAL INFORMATI									
2. SURNAME	MARAÑAN							1	
FIRST NAME	GELECA N/A								
MIDDLE NAME	IGDANES		the second contract of the second			The lattered to the first to the second			
DATE OF BIRTH     (mm/dd/yyyy)	06/27/1991	16. CITIZENSHIP	☐ Filipino ☐ Dual Citizenship ☐ by naturalization				ation		
4. PLACE OF BIRTH	PATAG, BAYBAY CITY, LEYTE	If holder of dual citize	Pls. indicate co			by naturalization buntry:			
5. SEX	☐ Male ✓ Female	please indicate the o	details.	Poland .				•	
6 CIVIL STATUS	Single Married	17. RESIDENTIAL ADDRESS	House/Block/Lot No. NIA Subdivision/Village BAYBAY CITY City/Municipality 6521		PUROK 6 Street GABAS				
	Widowed Separated Other/s:	Contribution Contribution • • • Contribution (Contribution Contribution Contribution)							
7. HEIGHT (m)	1.55					Barangay LEYTE	Aroute to retreat of		
		122				Province			
8. WEIGHT (kg)	65	ZIP CODE							
9. BLOOD TYPE	0	18. PERMANENT ADDRESS			121	PUROK 6 Street			
10. GSIS ID NO.	2005687873	e Proposition of the Proposition	The second second second second	N/A sion/Village			GABAS Barangay	extension i	
11. PAG-IBIG ID NO.	121107005382		BAYE	AY CITY			LEYTE		
12. PHILHEALTH NO.	132020480657	ZIP CODE			funicipality 6521			Province	
13. SSS NO.	0635012670 19. TELEPHONE NO.		Challe Wall	6521 N/A					
14. TIN NO.	316-329-695-000 20. MOBILE NO.		of property a	09359331587					
15. AGENCY EMPLOYEE NO.	V01176 21. E-MAIL ADDRESS (if any		geleca.igdanes@vsu.edu.ph					print, pro	
II. FAMILY BACKGROUN									
22. SPOUSE'S SURNAME	MARAÑAN	TO THE SELECTION OF PROPERTY AND A	23. NAME of CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME	CLEMENTE	JR	LUCIUS ZACH I. MARAÑAN			07/22/2021			
MIDDLE NAME	NAYRE		Committee to the committee of the				e-re lexel	apar parame	
OCCUPATION	ADMIN AID	EI	I discount case a large of	olon et-large			- 1 - 1 Table		
EMPLOYER/BUSINESS NAME	VISAYAS STATE U	NIVERSITY							
BUSINESS ADDRESS	N/A								
TELEPHONE NO.	N/A		doctors of the contract						
24. FATHER'S SURNAME	IGDANES								
FIRST NAME	GENEROSO	N/A							
MIDDLE NAME	ESTRELLA	I TWA							
25. MOTHER'S MAIDEN NAME	LOTRELEA		ne de la marche de la			No. of the last of		The second	
SURNAME	CAJERIC							******	
FIRST NAME	LETECIA							A111000 A11100	
MIDDLE NAME	JAO			antinus s	somb about W				
III. EDUCATIONAL BACK	And the second s			(00	ontinue on seț	parate sheet if necessa	(עָיו		
						UICUEST LEVEL		SCHOLARSHIP/	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)		PERIOD OF ATTENDANCE		UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS	
				From	То	(ii not graddated)		RECEIVED	
ELEMENTARY	GABAS CENTRAL SCHOOL	ELEMENTARY		1998	2005	GRADUATED	2005	N/A	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL		2005	2009	GRADUATED	2009	N/A	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE (AGRONOMY)		2009	2013	GRADUATED	2013	N/A	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRONOMY (N		2016	2019	GRADUATED	2019	N/A	
SIGNATURE	Man	(Continue on separate sheet i	if necessary)	DA	ATE	A	PRIL 29, 2024		
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. CAREE		080 (BOARD/ BAR) UNDER	RATING	DATE OF	1	01//02:		LICENSE (if appl	
BAR		NS/ CES/ CSEE TY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	XAMINATION / PLACE OF EXAMINATION / CONFERMENT			NUMBER , *	Date of Validity
LICENSURE EXAMINATION FOR AGRICULTURIST 75.0			01/06/2014	CEBU	CEBU CITY			27/06/20	
N/A N/A			N/A	N/A N/A			N/A	N/A	
WORK 5	(PERIENCE		,	(Continue on sepa	rate sheet if necessary)				
clude priva	te employmen	t. Start from your recent	work) Description	on of duties should b	e indicated in the attached Wo	rk Experienc	e sheet.		
INCLUSIVE DATES			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	GOV'T SERV (Y/ N)	
01/01/2024	Present	INSTRUCTO	DR I	Philippine Root Crop	Research and Training Center	29,449.00	12-2	REGULAR	Y
01/01/2023	12/31/2023	INSTRUCTO	DR I	Philippine Root Crop	Research and Training Center	29,449.00	12-2	REGULAR	Y
06/03/2022	12/31/2022	INSTRUCTO	DR I	Philippine Root Crop	Research and Training Center	29,449.00	12-2	REGULAR	Υ
01/16/2022	06/02/2022	INSTRUCTO	DR I	Philippine Root Crop	Research and Training Center	27,892.00	12-2	TEMPORARY	Y
01/01/2022	01/15/2022	INSTRUCTO	DR I	Philippine Root Crop	27,608.00	12-1	TEMPORARY	Y	
01/01/2021	12/31/2021	INSTRUCTO	OR I	Philippine Root Crop	26,052.00	12-1	TEMPORARY	Y	
01/01/2020	12/31/2020	INSTRUCTO	OR I	Philippine Root Crop	24,495.00	12-1	TEMPORARY	Y	
08/01/2019	12/31/2019	INSTRUCTO	ORI	Philippine Root Crop Research and Training Center		22,938.00	12-1	TEMPORARY	Υ
08/01/2016	05/31/2019	GRADUATE TEACHING A	SSISTANT (GTA)	DEPARTMENT OF AGRONOMY-VISAYAS STATE UNIVERSITY		6,000.00	N/A	CONTRACTUAL	Y
06/01/2013	02/17/2016	FARM MANA	GER	CSMICHAE	L DEVELOPMENT CO.	12,000.00	N/A	REGULAR	N
N/A	N/A	N/A	<b>.</b>		N/A	N/A	N/A	N/A	N/A
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						MINISTER WITH SERVICE			Maria Landa
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				(Continue on sepa	erate sheet if necessary)			1000	46.5
SIGNA	TURE		Maran	w	DATE		API	RIL 29, 2024	

29. NAME & ADDRESS OF ORGANIZ	ATION	INCLUSIVE DATES		NUMBER OF HOURS	POSITION / NATURE OF WORK		
(Write in full)		(mm/dd/yyyy) From To		TOTAL OF HOURS		OSTROW HATURE OF WORK	
KABALIKAT CIVICOM-VSU Chapter		15/03/2018	Present	N/A	a Mariti eo	KCP-77	
N/A	N/A N/A N/A			N/A			
II. LEARNING AND DEVELOPMENT (L&D) IN	TERVENTIONS/TRAININ	(Continue on separa IG PROGRAMS	The same of the sa	n			
start from the most recent L&D/training program and include on	ly the relevant L&D/training take	en for the last five (5) y	years for Division Ch	uef/Executive/Mana	gerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENT (Write in full)	IONS/TRAINING PROGRAMS	(mm/de	OF ATTENDANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
ab Safety and Equipment Care Workshop-Seminar		From 01/23/2024	To 01/23/2024	8.0	TECHNICAL	PhiRootcrops, Visayas State University	
5th Joint ViCARP and RRDEN Regional RDEI Symposium	m	11/30/2023	12/01/2023	16.0	TECHNICAL	Visayas State University	
PPB Basic Course Training on the RA 9184 and its Revind Regulations Act of 2016 for Visayas State University		08/22/2023	08/24/2023	24.0	TECHNICAL	Visayas State University	
andatory Orientation and Re-Orientation of Academic A		02/10/2023	02/10/2023	4.0	FOUNDATION	Visayas State University (via Online)	
inrolment Focal Persons, 2nd semester A.Y 2022-2023 Sender Sensitivity Orientation		07/11/2023	07/11/2023	4.0	FOUNDATION	Visayas State University	
limate Justice for Gender-Responsive and Resilient Co	mmunities	03/17/2023	03/17/2023	8.0	FOUNDATION	Visayas State University (via Online)	
aculty Onboarding 2nd semester 2022-2023	polic 2: Su	02/17/2023	02/17/2023	8.0	FOUNDATION	Visayas State University	
st PAA Central Visayas Regional Convention: "Ensuring ecurity through Science and Technology Advancement isayas"		11/24/2022	11/25/2022	16.0	TECHNICAL	Visayas State University	
isayas" industry and Producer-driven Sweetpotato Research: Pa rends, Future outlook	st experience, Current	10/04/2022	10/04/2022	8.0	TECHNICAL	PhiRootcrops, Visayas State University	
imes Higher Education (THE) Impact Rankings 2023 Virt	tual Workshop	07/28/2022	07/29/2022	8.0	TECHNICAL	Visayas State University (via Online)	
2nd International Virtual Congress and Philippine Agriculturists' Summit for 2022. "Digital Agricultural Science and Technology: Directions and Challenges"		07/21/2022	07/23/2022	24.0	TECHNICAL	Philippine Association of Ag-riculturists, Inc (PAA (via Online)	
Typhoon Awareness and Calamity Readiness"		06/29/2022	06/29/2022	4.0	FOUNDATION	Department of Meteorology, Visayas State University (via Online)	
National Conference on Agricultural Science and Technology (NCAST): Embracing Social Enterprise and Digital Marketing Platform To-wards Agricultural Competitiveness Beyond the New Normal		03/24/2022	03/25/2022	16.0	TECHNICAL	Philippine Association of Agriculturists, Inc (PAA (via Online)	
Technology Forum of Purple Yam (Dioscorea alata Linn.) Quality Plant Material Production through Aeroponics		11/19/2021	11/19/2021	4.0	TECHNICAL	Benguet State University-Northern Philippine Roc Crops Research and Training Center (NPRCRTC) (via zoom)	
33rd Joint VICARP and RRDEN Regional RDEI Symposium		11/17/2021	11/18/2021	16.0	TECHNICAL	Visayas State University (via Online)	
TURNITIN Instructor's Workflow Training		05/31/2021	05/31/2021	8.0	TECHNICAL	Visayas State University (via Online)	
2nd Joint VICARP and RRDEN Regional RDEI Symposiu	im .	03/23/2021	03/24/2021	16.0	TECHNICAL	Visayas State University (via Online)	
Scientific Paper Writing Workshop for Peer-Reviewed Publications		01/14/2020	01/17/2020	32.0	TECHNICAL	Visayas State University	
31st Regional RDEI Symposium and 1st Regional PhilAR	M Convention	11/26/2019	11/27/2019	16.0	TECHNICAL	Visayas State University	
WA	2.5153.540	N/A	N/A	N/A	N/A	N/A 83304 1 90	
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VIII. OTHER INFORMATION		, and a special					
	32.		STINCTIONS / RECO	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
COOKING, DRAWING AND GARDENING	N/A					Philippine Association of Agriculturists, Inc (PA	
Seed bely 19 Big Develop (19 V	TO THE RESERVE		D 18. 140	1 1 1	267 1190	7. Vac 10. 60. 876 C 3c. 3c. 10. 500 Fg.	
		-draw the transfer	arate sheet if necess	ary)			
The state of the party of the p	11.	Harana DATE			APRIL 29, 2024  CS FORM 212 (Revised 2017), Page 3 0		

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediat Bureau or Department where you will be apppointed,						
a. within the third degree?	☐ YES ☑	NO				
b. within the fourth degree (for Local Government Unit - Car	YES NO If YES, give details:					
35. a. Have you ever been found guilty of any administrative of	YES J	NO .				
b. Have you been criminally charged before any court?	YES NO If YES, give details: Date Filed: Status of Case/s:					
36. Have you ever been convicted of any crime or violation of a any court or tribunal?	y YES If YES, give details:	the second secon				
37. Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, e (abolition) in the public or private sector?		If YES, give details:	NO Resignation-Private Sector			
38. a. Have you ever been a candidate in a national or local ele Barangay election)?	YES If YES, give details:	☑ NO				
b. Have you resigned from the government service during the election to promote/actively campaign for a national or local		YES If YES, give details:				
39. Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):					
Are you a person with disability?  Are you a solo parent?  41. REFERENCES (Person not related by consanguinity or affinity to applican	\$100 (12 ) \$2 (12) \$2 (12) \$3	If YES, please specify:  YES  If YES, please specify ID  YES  If YES, please specify ID	√ NO			
NAME	<del>                                     </del>					
DR. EDGARDO E. TULIN	ADDRESS	TEL. NO.				
	VSU, BAYBAY CITY, LEYTE	053-563-7229				
DR. ULYSSES A. CAGASAN	VSU, BAYBAY CITY, LEYTE	053-525-0346				
PROF. MARLON M. TAMBIS	VSU, BAYBAY CITY, LEYTE	053-563-7229				
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents stat	Republic of the ted herein	GELECA I. MARAÑAN			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: TIN						
ID/ <u>License</u> /Passport No.: 316-329-695	Signature (Sign inside the bo					
Date/Place of Issuance: MAY 15, 2014		Right Thumbmark				
SUBSCRIBED AND SWORN to before me this	4 MAY 2024 , affiant exhibit	ing his/her validly issued gover				
	ATTY RYSAN C. GUINOCOR  VSU Dijet 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: August 8, 2019 Present
- Position: Instructor I
- Name of Office/Unit: Philippine Rootcrops Research and Training Center (PRCRTC)
- 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)
    - ✓ Handled courses in the affiliated department and performed other teaching-related functions such as preparing and revising teaching materials/guides, preparing and giving examinations (mid/final/long/quizzes), checking and recording students' outputs, and submit grades
    - ✓ Developed research proposals
    - ✓ Conducted or implemented approved research projects
    - ✓ Prepared and submitted research reports
    - ✓ Performed extension functions such as resource persons in training and expert dispatch in any extension activities of the center
    - ✓ Performed functions relative to committee memberships assigned by the immediate supervisor/head
  - Summary of Actual Duties
    - ✓ Responsible for academic tasks (e.g., conducting of classes, checking and recording of students' outputs, makes available for student consultation, etc.),
    - ✓ Performs research functions (e.g., prepares research proposals, implements duly approved research projects within time frame, prepares and submit reports within the prescribed period, presents research outputs during conferences/fora of legitimate professional organizations, submits output for possible publication/patenting),
    - ✓ Performs extension functions such as resource persons in training and expert dispatch in any extension activities of the center; prepares extension proposals for funding; implements the research proposals; and publish results,
    - ✓ Performs functions relative to committee memberships, and
    - ✓ Performs other related functions assigned by the immediate supervisor/head
- Duration: August 1, 2016 May 31, 2019
- Position: Graduate Teaching Assistant (GTA)
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Dr. Berta C. Ratilla
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - ✓ Handled courses assigned by the department
  - ✓ Revised lecture and laboratory aids
  - ✓ Organized and prepared instructional materials needed by the faculty
  - ✓ Sorted laboratory and lecture manual guides
  - ✓ Prepared and gave examinations (mid/final/long/quizzes)
  - ✓ Checked and recorded laboratory reports, exams and quizzes and returns to students one week after the examination
  - ✓ Submitted grade sheets within prescribed period to the department
  - ✓ Makes available for student consultation
  - ✓ Assisted the faculty in checking their exams
- Summary of Actual Duties
  - ✓ Responsible for academic tasks such as conducting of classes, checking and recorded students' outputs, and performs other related functions assigned by the immediate supervisor/head
- Duration: June 1, 2013 February 17, 2016
- · Position: Farm Manager
- Name of Office/Unit: CSMichael Farm
- Immediate Supervisor: Christy Sandy Michael (Farm Owner)
- Name of Agency/Organization and Location: CSMichael Development Corporation, Rm 204 MIT Bldg, Lahug, Cebu City.
  - List of Accomplishments and Contributions (if any)
    - ✓ Managed the farm operation and production
    - ✓ Farm planning, budgeting, marketing and inventory
    - ✓ Liquidates farm expenses
    - ✓ Deposited farm income and unexpended budget
    - ✓ Makes monthly sales and expenses report
    - ✓ Supervised daily activities of farm laborers
    - ✓ Assisted or processed owner's personal documents and farm related documents
  - Summary of Actual Duties
    - ✓ Responsible for managing the day-to-day activities of the farm from planning, farm operation to marketing, and performs other related functions assigned by the immediate supervisor/owner

GELECA C. IGDANES-MARAÑAN

(Signature over Printed Name of Employee/Applicant)

Date: April 29, 2024