

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	MARAÑAN		
FIRST NAME	GELECA	N/A	
MIDDLE NAME	IGDANES		
3. DATE OF BIRTH (mm/dd/yyyy)	06/27/1991	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	PATAG, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Poland
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:	17. RESIDENTIAL ADDRESS	<div>N/A</div> <div>PUROK 6</div> <div>House/Block/Lot No. Street</div> <div>N/A GABAS</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.55	ZIP CODE	6521
8. WEIGHT (kg)	65		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	<div>N/A</div> <div>PUROK 6</div> <div>House/Block/Lot No. Street</div> <div>N/A GABAS</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	2005687873	ZIP CODE	6521
11. PAG-IBIG ID NO.	121107005382		
12. PHILHEALTH NO.	132020480657		
13. SSS NO.	0635012670	19. TELEPHONE NO.	N/A
14. TIN NO.	316-329-695-000	20. MOBILE NO.	09359331587
15. AGENCY EMPLOYEE NO.	V01176	21. E-MAIL ADDRESS (if any)	geleca.igdanes@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	MARAÑAN		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			
OCCUPATION	ADMIN AIDE I			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	IGDANES			
FIRST NAME	GENEROSO	N/A		
MIDDLE NAME	ESTRELLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAJERIC			
FIRST NAME	LETECIA			
MIDDLE NAME	JAO			

(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	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 (Minor in Soil Science)	2016	2019	GRADUATED	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 29, 2024
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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
	LICENSURE EXAMINATION FOR AGRICULTURIST	75.0	01/06/2014	CEBU CITY	0020846	27/06/2025
	N/A	N/A	N/A	N/A	N/A	N/A

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	APRIL 29, 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		
	KABALIKAT CIVICOM-VSU Chapter	15/03/2018	Present	N/A	KCP-77
	N/A	N/A	N/A	N/A	N/A

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COOKING, DRAWING AND GARDENING	N/A	Philippine Association of Agriculturists, Inc (PAA)

		(Continue on separate sheet if necessary)	
SIGNATURE		DATE	APRIL 29, 2024

CS FORM 212 (Revised 2017), Page 3 of 3

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)?	<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Resignation-Private Sector
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 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: _____

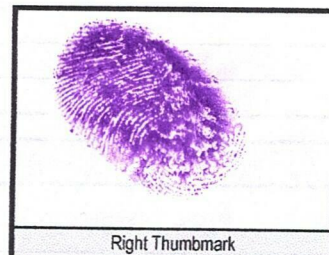
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. EDGARDO E. TULIN	VSU, BAYBAY CITY, LEYTE	053-563-7229
DR. ULYSSES A. CAGASAN	VSU, BAYBAY CITY, LEYTE	053-525-0346
PROF. MARLON M. TAMBIS	VSU, BAYBAY CITY, LEYTE	053-563-7229
42. I declare under oath that I have personally accomplished 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.		



GELECA I. MARANAN

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/License/Passport No.:	316-329-695
Date/Place of Issuance:	MAY 15, 2014

Signature (Sign inside the box)	
APRIL 29, 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. RYAN C. GUMOCOR	
VSU Chief 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