

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	GONGORA		
FIRST NAME	MIKAELA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MENDOZA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 19, 1997	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:
4. PLACE OF BIRTH	HINUNANGAN, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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 PUROK SPILLWAY CATUBLIAN Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)	1.48 (m)	ZIP CODE	6608
8. WEIGHT (kg)	58 (kg)		
9. BLOOD TYPE	" B "	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK SPILLWAY CATUBLIAN Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6608
11. PAG-IBIG ID NO.	920168728620		
12. PHILHEALTH NO.	13-252517430-5	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09352413165
14. TIN NO.	726-381-116	21. E-MAIL ADDRESS (if any)	mm.gongora@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	VO1218		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		AHAVAH REIGN G. RACAZA	June 27, 2019
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GONGORA			
FIRST NAME	BILLY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIGUID			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDOZA			
FIRST NAME	ERLINDA			
MIDDLE NAME	PADESCO		(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	HINUNANGAN WEST CENTRAL SCHOOL	PRIMARY EDUCATION	01/06/2004	20/03/2010	GRADUATED	2010	SALUTATORIAN
	SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	01/06/2010	30/03/2014	GRADUATED	2014	ACHIEVER
	COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	02/06/3024	15/06/2018	GRADUATED	2018	MAGNA CUM LAUDE
	GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	05/10/2020	12/08/2022		2022	N/A
	GRADUATE STUDIES	DR. V. ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION	JURIS DOCTOR	05/09/2022	PRESENT	18 UNITS	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	06/05/2023
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[illegible]

(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.

[illegible][illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE	06/05/2023
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	NATIONAL EXTENSION CONFERENCE	21/03/2023	22/03/2023	16.0	TECHNICAL	SOUTHERN LEYTE STATE UNIVERSITY MAIN CAMPUS
	TRAINING ON DIGITAL STORYTELLING FOR YOUNG AGRINNOVATORS	21/04/2022	04/22/22, 05/17/22	24.0	TECHNICAL	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRICULTURE
	TRAINING ON PRIOR ART SEARCH AND PATENT INFORMATION INTERPRETATION	22/03/2022	22/03/2022	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY PHILROOTCROPS
	33RD JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM	17/11/2021	18/11/2021	12.0	TECHNICAL	VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP) AND REGIONAL RESEARCH AND DEVELOPMNET EXTENSION NETWORK (RRDEN)
	EXTENSION TRAINING WORKSHOP: DEVELOPING EXTENSION PROPOSAL	09/11/2021	12/11/2021	32.0	TECHNICAL	VISAYAS STATE UNIVERSITY DIRECTOR FOR EXTENSION
	WORKSHOP SERIES ON PACKAGING DEVELOPMENT INFORMATION FOR THE BROADCAST MEDIA	11/09/2021	18/09/2021	32.0	TECHNICAL	DYDC 104.7-VSU DEVELOPMENT CAMPUS RADIO
	32ND JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM	23/03/2021	24/03/2021	12.0	TECHNICAL	VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP) AND REGIONAL RESEARCH AND DEVELOPMNET EXTENSION NETWORK (RRDEN)
	WRITESHOP ON SCIENTIFIC WRITING FOR PUBLICATION IN PEER-REVIEWED JOURNALS	15/03/2021	16/03/2021	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY PHILROOTCROPS
	WEBINAR ON BUILDING RESILIENCE OF VULNERABLE LOCAL COMMUNITIES TO NATURAL DISASTERS: ENHANCING LOCAL HUMANITARIAN LEADERSHIP TOWARDS BUILDING STRONGER GROUND	12/08/2020	12/08/2020	4.0	TECHNICAL	OXFAM AND REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER
	FOOD SECURITY CHALLENGES AND OPPORTUNITIES UNDER THE NEW NORMAL: A WEBINAR IN COMMERATION OF 9 YEARS OF PCAARRD EXCELLENCE	30/06/2020	30/06/2020	2.0	TECHNICAL	PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT
	WEBINAR ON INTERMEDIATE MICROSOFT EXCEL FOR TEACHERS	15/05/2020	15/05/2020	3.0	TECHNICAL	ERVUTECH
	HUMANOSPHERE RESEARCH AND THE HUMANOSPHERE POTENTIALITY INDEX: AIMING TOWARDS DIFFERENT PARADIGMS	19/08/2019	19/08/2019	3.0	TECHNICAL	SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS
	WORKSHOP ON WRITING RESEARCH PAPERS FOR PEER-REVIEWED PUBLICATION	18/07/2019	19/07/2020	16.0	TECHNICAL	SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS

(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)
	COMMUNICATION RESEARCH		N/A		VSU Administrative Personnel Association (AdPA)
	GOOD COMMUNICATION SKILL				
	PHOTOGRAPHY				
	COMMUNITY ENGAGEMENT				

(Continue on separate sheet if necessary)

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.
CHRISTINA A. GABRILLO, PhD	Visca, Baybay City, Leyte	9060519067
EDITHA G. CAGASAN, PhD	Visca, Baybay City, Leyte	9182700721
PROF. MARLON M. TAMBIS	Visca, Baybay City, Leyte	9397209796

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.

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

Government Issued ID: DRIVER'S LICENSE


ID/License/Passport No.: H11-16-000683

Date/Place of Issuance: 12/28/2018

Signature (Sign inside the box)


06/05/2023

Date Accomplished



MIKAELA S. GONGORA

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSON C. GUINOCOR

YSU 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 for.

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 starting with the most recent/present employment

- Duration: June 2020 – June 2023
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-economics Division of PhilRootcrops
- Immediate Supervisor: Prof. Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University - PhilRootcrops
- List of Accomplishments and Contributions (if any)
 - Documented and prepared reports of the extension activities of PhilRootcrops
 - Crafted proposals to be funded by government agencies (i.e. DOST-PCAARRD)
 - Managed and hosted the “Magmalambuon sa Lagutmon” radio program of PhilRootcrops
 - Produced radio infomercials/plugs and radio documentaries on rootcrops and other developmental topics
 - Supervised the radio drama production with Development Communication students about societal issues
 - Prepared IEC materials (brochures, posters, videos, etc.) related to rootcrops
 - Managed the digital platforms of PhilRootcrops
 - Facilitated the crafting of the Memorandum of Agreement (MOA) of PhilRootcrops’ linkages with other concerned stakeholders and institutions
- Summary of Actual Duties
 - Responsible for the 1) documentation and preparation of technical reports on the extension activities of PhilRootcrops, 2) preparation of IEC materials on rootcrops, 3) management of the digital platforms of PhilRootcrops, and 4) facilitation of the crafting of MOA of PhilRootcrops’ linkages.

- Duration: August 2019 – May 2020
- Position: Visiting Instructor
- Name of Office/Unit: Education Department
- Immediate Supervisor: Dr. Mary Beth T. Saludsod
- Name of Agency/Organization and Location: Southern Leyte State University – Hinunangan Campus
- List of Accomplishments and Contributions (if any)

- Prepared teaching materials like PowerPoint Presentation
- Summary of Actual Duties
 - Responsible for preparing syllabus and educating the students

- Duration: August 2018 – June 2019
- Position: Communication Officer
- Name of Office/Unit: Forest Land Use Plan
- Immediate Supervisor: Emmanuel Tan
- Name of Agency/Organization and Location: Provincial Environment and Natural Resources Office, Leyte
- List of Accomplishments and Contributions (if any)
 - Crafted the Forest Land Use Plan (FLUP) of the Municipality of Sta. Fe and Alang-alang, Leyte
 - Documented the activities and prepared reports
- Summary of Actual Duties
 - Responsible for the documentation of the activities and preparation of technical reports related to the FLUP of the selected municipalities in Leyte.



MIKAELA M. GONGORA
(Signature over Printed Name
of Employee/Applicant)

Date: June 5, 2023