

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 () ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID #

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BORNIA		
FIRST NAME	NELITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUYOS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/1/1967	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	Manililid Javier, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.42 m	House/Block/Lot No. Street	
8. WEIGHT (kg)	58.0 kg	Subdivision/Village Barangay	
9. BLOOD TYPE	"O"	City/Municipality Province	
10. GSIS ID NO.	B67T1NPC017	ZIP CODE 6521	
11. PAG-IBIG ID NO.	1700-0028-4021	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-000015276-6	House/Block/Lot No. Street	
13. SSS NO.	N/A	Subdivision/Village Barangay	
14. TIN NO.	915-327-356	City/Municipality Province	
15. AGENCY EMPLOYEE NO.	V00660	ZIP CODE 6521	
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0985 331 4212
		21. E-MAIL ADDRESS (if any)	nelitabornias01@gmail.com.

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bornias		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ricardo	NAME EXTENSION (JR., SR)	Richienel C. Bornias	3/26/2004
MIDDLE NAME	Bulahan		Renelyn C. Bornias	8/24/2009
OCCUPATION	Utility laborer			
EMPLOYER/BUSINESS NAME	OVPREI, VSU			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Cuyos			
FIRST NAME	Cresenciano	Sr.		
MIDDLE NAME	Arcelo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Pepito			
FIRST NAME	Norberta			
MIDDLE NAME	Bughao			

(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	YEAR GRADU ATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Manililid Elementary School	Primary School	1973	1979	Graduated	1979	Salutatorian
SECONDARY	Abuyog Academy	Junior High School	1979	1983	Graduated	1983	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State College of Agriculture (VISA) VSU	Bachelor of Science in Agriculture major in Horticulture	1985	1992	Graduated	1992	N/A
GRADUATE STUDIES	Visayas State University (VSU)	Master of Science in Horticulture	1993	N/A	37	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	7/1/2025	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Propagate Horticultural Crops through	N/A	VSU-Administrative Personnel Association (VSU-ADPA)
Tissue Culture & other means, arranged		VSU Alumni Association
flowers/decorate any occasion		Philippine Association for Tissue Culture and Biotechnology (PAPTCB)
		Society of Agricultural Educators in Region 8, Inc. (SAER 8)

(Continue on separate sheet if necessary)

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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:

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.
Dr. Gloria E. Bancale	Dept. of Horticulture, VSU	565-0600 local 1031
Asst. Prof. Roden D. Troyo	Dept. of Horticulture, VSU	565-0600 local 1031
Dr. Catherine C. Arradaza	Dept. of Horticulture, VSU	565-0600 local 1031

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

Government Issued ID: ePhilID

ID/License/Passport No.: PCN:3942-6985-2487-9638

Date/Place of Issuance: October 30, 2022

Signature (Sign inside the box)

7/1/2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 14 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON
VSU Director, Legal Affairs and Services

Person Administering Oath

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WORK EXPERIENCE SHEET

Instruction: 1. Include only the work experience 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 recent first.

- Duration: January 1, 2018 – Present
 - Position: Science Research Assistant
 - Name of Office/Unit: Department of Horticulture
 - Immediate Supervisor: Dr. Gloria E. Bancale/ Prof. Roden D. Troyo
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte
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- Duration: July 1, 2015 – December 31, 2017
 - Position: Science Research Assistant
 - Name of Office/Unit: Department of Horticulture
 - Immediate Supervisor: Asst. Prof. Roden D. Troyo
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte
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- Duration: February 1, 1999 – June 30, 2015
 - Position: Science Research Assistant
 - Name of Office/Unit: Department of Horticulture
 - Immediate Supervisor: Prof. Elizabeth D. Briones
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Attended trainings, conferences, workshop, symposium for research and extension.

Summary of Actual Duties

- Responsible for the implementation, facilitation, preparation, submission and presentation of research outputs.
- Assist in the propagation and selling of ornamental plants and flowers, stage decoration/indoor landscaping.
- Take charge for the collection, remittance and submission of monthly financial reports of ornamental project and maintain efficient filling of records.
- Assist in the maintenance of ornamental Tissue Culture Laboratory and nursery.
- Supervise summer practicum students.
- Supervise laborers, and
- Does other project related tasks assigned by the Supervisor.

- Duration: October 1, 1993 – January 31, 1999
- Position: Graduate/Research Assistant
- Name of Office/Unit: Department of Horticulture, Visayas State College of Agriculture – German Technical Cooperation (GTZ)
- Immediate Supervisor: Prof. Elizabeth D. Briones
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Visca, Baybay Leyte.

List of Accomplishments and Contributions (if any)

- Attended trainings, lectures, conferences, workshop, symposium for research and extension.

Summary of Actual Duties

- Take charge for the mass propagation of different flowering ornamentals/ orchids through tissue and embryo culture, and maintain the cleanliness of Tissue Culture Laboratory.
- Assist in the preparation of training materials for demonstration (hands on) of participants on different trainings/seminars on propagation, care and maintenance, and marketing of different ornamentals and flower

arrangement.

- Assist in the distribution of planting materials to farmers cooperator.
- Assist in the beautification/cleanliness of Garden show area, selling/marketing of ornamentals during ViSCA Anniversary.
- Assist stage decoration as requested.
- Submit monthly reports of accomplishments
- Supervised laborers
- Perform other related tasks assigned by the Supervisor.


NELITA C. BORNIA

(Signature over Printed Name
of Employee/Applicant)

Date: 7/1/2025