

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 () a 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	DE PADUA		
FIRST NAME	ELDON	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PAREÑAS		
3. DATE OF BIRTH (mm/dd/yyyy)	09/18/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	SURALLAH, SOUTH COTABATO	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization P/s. indicate country.
5. SEX	<input checked="" type="checkbox"/> Male <input 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:		
7. HEIGHT (m)	161	17. RESIDENTIAL ADDRESS	Apartment 73 Kilbourne Street
8. WEIGHT (kg)	63	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	A+		Teacher's Village Visca Lower Campus
10. GSIS ID NO.	BP No.: 2005073260		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121206526984		Baybay City Leyte
12. PHILHEALTH NO.	13-025429656-3		City/Municipality Province
13. SSS NO.	NONE	18. PERMANENT ADDRESS	Eucalyptus Street
14. TIN NO.	332-656-499-0000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00930		Zone 3 Libertad
			Subdivision/Village Barangay
			Surallah South Cotabato
			City/Municipality Province
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09610706200
		21. E-MAIL ADDRESS (if any)	eldon.depdua@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	DE PADUA			
FIRST NAME	ELIZER	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	RAMPING			
25. MOTHER'S MAIDEN NAME				
SURNAME	PAREÑAS			
FIRST NAME	DONEVA			
MIDDLE NAME	TONOGBANUA			

(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	SURALLAH CENTRAL ELEMENTARY SCHOOL	NA	June 2001	April 2007	NA	2007	
SECONDARY	LIBERTAD NATIONAL HIGH SCHOOL	NA	June 2007	April 2011	NA	2011	2nd Honorable mention
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	MINDANAO STATE UNIVERSITY - GENERAL SANTOS CITY	BS in AGRICULTURAL ENGINEERING	June 2011	June 2016	NA	2016	Academic Scholar
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - LOS BAÑOS	MS in AGRICULTURAL ENGINEERING	August 2017	June 2020	NA	2020	CHED K-12 Scholar

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 21, 2022
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[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE _____

21 June 2022

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		
None					

(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)

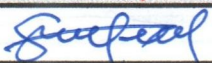
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Technology, Innovations, Knowledge Talks (TIK TALKS)	5/4/2022	5/4/2022	4.0	Technical	DICT, PCC, USAID
	1st International Conference on Engineering and Agro-industrial Technology (ICEAT 2022)	2/23/2022	2/24/2022	16.0	Technical	UPLB
	3rd University Consortium Faculty Forum	1/19/2022	1/20/2022	16.0	Technical	SEARCA, Tokyo University of Agriculture
	Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies	4/11/2021	4/11/2021	8.0	Technical	VSU
	Webinar on Outcomes-Based Quality Assurance and Online Accreditation Orientation	10/27/2021	10/29/2021	24.0	Managerial	AACCUP
	Training program for State Universities and Colleges: Testing and Evaluation of Agricultural Machinery	04/30/2021	05/28/2021	32.0	Technical	UPLB-AMTEC
	11th AUN/SEED-Net Regional Conference on Mechanical and Manufacturing Engineering	1/14/2021	1/15/2021	16.0	Technical	Dela Salle University, AUN/SEED-Net, JICA
	19th International Symposium on Advanced Technology (ISAT-19)	1/14/2021	1/14/2021	8.0	Technical	UPLB
	National Agricultural and Fisheries Mechanization Program Stakeholders' Consultation on Local Assembly and Manufacture and Standards and Regulations Components	11/20/2020	11/20/2020	4.0	Managerial	DA-BAFE
	Webinar on Document Tracking System	11/13/2020	11/13/2020	4.0	Managerial	VSU
	Collaboration Workshop on the Role of HEIs on AGri-Fisheries Engineering Research, Dev't and Extension	10/15/2020	10/15/2020	4.0	Managerial	DA-BAFE
	National Online FS Training	09/21/2020	09/30/2020	240.0	Technical	DA-BAFE and VSU
	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	4.0	Managerial	VSU
	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs) Webinar Series	11/6/2020	06/19/2020	72.0	Technical	CHED region 8, EVHEIs-FLMSC
	Online Training on Developing a MOODLE Online Classroom	6/5/2020	8/5/2020	24.0	Managerial	VSU
	15th International Agricultural and Biosystems Engineering Conference and Exhibition	4/22/2018	4/28/2018	56.0	Technical	PSABE
	14th International Agricultural and Biosystems Engineering Conference and Exhibition	4/23/2017	4/29/2017	56.0	Technical	PSABE

(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)
	Badminton		Top 7, Licensure Examination for Agricultural Engineers 2016		Philippine Society of Agricultural and Biosystems Engineers
	Table Tennis				
	Technical Writing				
	Mechatronics				
	Computer Programming				
	Public Speaking				
	Poetry (Writing)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 21, 2022
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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

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.
ROBERTO C. GUARTE	Visca, Baybay City, Leyte	09991723334
ARTHUR I. TAMBONG	Bunga, Baybay City, Leyte	09561504338
EDWARD R. LAPONG	General Santos City	09256771976

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



Right Thumbmark


Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU I.D.

ID/License/Passport No.: V00930

Date/Place of Issuance: 09/06/2016/Visayas State University



Signature (Sign inside the box)

21 June 2022

Date Accomplished

01 JUL 2022

SUBSCRIBED AND SWORN to before me this _____

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN O. GUINOCO, JR.

VSU 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 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: February 7, 2022 - Present
- Position: Director
- Name of Office/Unit: Renewable Energy Research Center
- Immediate Supervisor: Dr. Maria Juliet Ceniza
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Supervised the operations in Renewable Energy Research Center as the newly appointed director.
 - Supervised the preparation for ISO Surveillance Audit of VSU on March 15, 2022.
 - Finalized and submitted the RERC OPCR with targets for January to December 2022.
 - Conducted a meeting with the City Agriculture Office (LGU Baybay) in connection to the plan to adopt Brgy. Gabas and Brgy. Patag as pilot sites for RERC technologies.
 - Visited and inspected the two non-operational Biodigesters installed at Animal Science compound.
 - Supervised the repair and rehabilitation of RERC Ram Pump test Rig.
 - Supervised the repair and installation of automation system of the Solar-based Evaporative Cooling System at RERC.
 - Participated the FGD on Unlocking Possibilities in Accelerating Biogas Development in the ASEAN Electricity Sector organized by EURAXESS ASEAN.
- Summary of Actual Duties
 - Establish sustainable linkages with industries, private companies, foundations, academic institutions, and other related agencies involved in the promotion and utilization of new and renewable energy technologies.
 - Supervise and conduct research, development, promotion, and utilization of emerging and renewable technologies for agro-industrial application and climate change mitigation in Eastern Visayas.
 - Support different academic programs, including senior high school, in their lecture and laboratory classes through the establishment of a Renewable Energy Park that showcase working models of existing and new renewable energy technologies.

- Duration: July 1, 2020 - Present
- Position: Department Head
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Dr. Jannet C. Bencure
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Supervised the operations in Department of Agricultural and Biosystems Engineering.
 - Supervised the accreditation of the BS Agricultural and Biosystems Engineering program to Level 4 AACUP.
 - Prepared and submitted the Annual Report for Washington Accord Accreditation of the BSAE program.
 - Reviewed, approved, monitored, and evaluated instructional materials (i.e. syllabi, TOS, virtual classrooms, learning guides, etc.)
 - Supervised the implementation of flexible learning education in the program during the peak of the pandemic period.
 - Initiated and established local and international linkages for instruction, research and extension of the department.
 - Implemented local and international research projects.
 - Facilitated national extension projects of the department.
 - Supervised the production of Student Learning Guides for students.
 - Facilitated programs and activities for faculty, staff, and student development.
 - Supervised the strategic planning of the department.
 - Supervised the analysis and projection of annual budgetary requirements of the department.
- Summary of Actual Duties
 - Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program under the departmental academic offerings.
 - Assist the college dean and the Office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies.
 - Plan, organize, and periodically review and evaluate departmental activities and programs.
 - Determine the placement of personnel in the department to fully utilize human resources (i.e. talents and capabilities).
 - Assist the dean in the recruitment, promotion, transfer, and separation of faculty;
 - Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement;
 - Conduct investigation, when proper and recommend to the Dean immediate disciplinary action on any erring personnel or students in the department in conformity with any existing policies and rule and regulations of the university.
 - Make periodic assessment of the performance of staff members and submit appropriate reports to the dean.
 - Undertake department budget analysis and submit recommendations for the department's annual budget.
 - Administer the budgetary appropriations of the department to effectively carry out its functions and responsibilities.
 - Prepare and submit annual reports to the dean.
 - Perform other functions as the dean may assign.

- Duration: September 6, 2016 - Present
- Position: Instructor 1
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering

- Immediate Supervisor: Dr. Jannet C. Bencure
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Prepared OBTL Syllabi and Table of Specifications for instruction.
 - Prepared Student Learning Guides and virtual classrooms.
 - Conducted research and extension projects (local and international).
 - Regularly conducted lecture classes and laboratory exercises.
 - Participated to seminars, workshops, trainings, and conferences locally and internationally.
 - Published scientific papers on international refereed journals.
 - Conducted student consultation activities.
 - Served as Thesis and OJT advisers of graduating students.
 - Served as student organization adviser.
 - Served as one of the evaluators of the National Agri-Fishery Audit Team of DA Bureau of Agricultural and Fisheries Engineering.
 - Served as resource person in several international conferences and forums.
 - Summary of Actual Duties
 - Conduct instruction, research, extension, and innovation.
 - Participate to various avenues for professional development.
 - Perform other tasks/functions assigned by the immediate supervisor or of the University President.
-
- Duration: September 4, 2019 – December 15, 2019
 - Position: Graduate Apprentice
 - Name of Office/Unit: Agricultural Machinery Division - IAE
 - Immediate Supervisor: Dr. Rossana Marie C. Amongo
 - Name of Agency/Organization and Location: University of the Philippines – Los Baños
 - List of Accomplishments and Contributions (if any)
 - Assisted Dr. Amongo in her lecture and laboratory classes.
 - Assisted Dr. Amongo in her research and extension projects.
 - Performed other tasks assigned by Dr. Amongo.
 - Summary of Actual Duties
 - Assist Dr. Amongo in her lecture and laboratory classes.
 - Assist Dr. Amongo in her research and extension projects.
 - Perform other tasks assigned by Dr. Amongo.


ELDON P. DE PADUA
(Signature over Printed Name
of Employee/Applicant)

Date: 21 June 2022