

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.

Print legibly. Tick appropriate boxes () ☐ 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	VISTAL		
FIRST NAME	PEARL	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	PABROQUEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	6/18/83	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	GABAS, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	NA House/Block/Lot No. Street NA GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
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:	ZIP CODE	6521
7. HEIGHT (m)	5'0"	18. PERMANENT ADDRESS	NA House/Block/Lot No. Street NA GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	60	ZIP CODE	6521
9. BLOOD TYPE	A+	19. TELEPHONE NO.	NA
10. GSIS ID NO.	000-6236-0908-2	20. MOBILE NO.	09374458938
11. PAG-IBIG ID NO.	916048317466	21. E-MAIL ADDRESS (if any)	pearl.vistal@vsu.edu.ph
12. PHILHEALTH NO.	13-050040004-9		
13. SSS NO.	NA		
14. TIN NO.	302-3254790000		
15. AGENCY EMPLOYEE NO.	V00902		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VISTAL		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARVIN	NAME EXTENSION (JR., SR) NONE	CASSANDRA P. VISTAL	11/28/07
MIDDLE NAME	ODTOJAN		VIANNEY P. VISTAL	10/10/10
OCCUPATION	Self Employed			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	Gabas, Baybay City, Leyte			
TELEPHONE NO.	9054713167			
24. FATHER'S SURNAME	PABROQUEZ			
FIRST NAME	JESUS	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	SORIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	POLO			
FIRST NAME	PERPERTUA			
MIDDLE NAME	BULAWAN			

(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 ELEMENTARY SCHOOL	PRIMARY EDUCATION	1996	1996	Graduated	1996	NONE
SECONDARY	VISCA LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	1996	2000	Graduated	2000	NONE
VOCATIONAL / TRADE COURSE	NA	NA			NA	NA	NA
COLLEGE	LEYTE STATE UNIVERSITY (LSU)	BACHELOR OF ANIMAL SCIENCE	2000	2005	Graduated	2005	None
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (VSU)	MS ANIMAL SCIENCE	2015	2020	Graduated	2020	None
	Franciscan College of Immaculate Conception (FCIC)	Supplementary Units in Education	2020	2023	Graduated	2023	None

(Continue on separate sheet if necessary)

SIGNATURE

DATE

February 27, 2024

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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			
NONE		NA	NA	NA	NA	
(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			
	Digicitizen 2.0: Teaching Global Citizenship through Digital Literacy (Virtual)	12/29/23	12/29/23	4 hrs	Technical	Carl Institute, Quezon City, Philippines
	Basic Computer Literacy (online mode)	12/16/23	12/29/23	80 hrs	Technical	Eltech Learning Hub , Upland, Poblacion, Danao City, Cebu
	2023 International Food Value Chain Webinar and Workshop	05/22/23	05/25/23	20 hrs	Technical	MAFF Japan, ASEAN, VSU
	Webinar on the Advances and Challenges in Lactic Acid Bacteria Research for Food and Industry Applications	08/12/22	08/12/22	8 hrs.	Technical	Philippine Society for Lactic Acid Bacteria, Inc and Yakult Phil.
	2022 International Food Value Chain Webinar and Workshop	09/12/22	09/16/22	24 hrs	Technical	MAFF Japan, ASEAN, VSU
	Orientation/Re-Orientatoin of Duties and responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Provedure	09/07/22	09/07/22	8 hrs.	Technical	VSU, Baybay City, Leyte
	VSUCC Basic Cooperative Course Seminar	05/15/21	05/15/21	8 hrs.	Technical	VSU Credit Cooperative, VSU, Baybay City, Leyte
	4th International STEAM Research Congress	02/3/21	02/05/21	24	Technical	EVSU
	ISO 9001:2015 Awareness and Re-Awareness Seminar	11/27/20	11/27/20	8 HRS.	Technical	VSU, BAYBAY CITY, LEYTE
	Training on Identification of Proper and Complete Items Technical Specifications and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/20	08/28/20	8 HRS.	Technical	VSU, BAYBAY CITY, LEYTE
	Developing Pre-Testing, Revising and Monitoring of IEC Material Training-Workshop	01/16/20	01/16/20	8 HRS.	Technical	VSU, BAYBAY CITY, LEYTE
	Innovations in Food Safety Monitoring Seminar	10/24/19	10/24/19	8 HRS.	Technical	VSU, BAYBAY CITY, LEYTE
	Short Course Training and Workshop on Food Value Chain	10/07/19	10/11/19	40 HRS.	Technical	ASEAN, MAFF-Japan, VSU & DA
	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES (AAACU) 22ND BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	10/16/2018	10/18/2018	24 HRS.	Technical	VSU, VISCA, BAYBAY CITY, LEYTE
	Workshop in Preparation for Level III Phase 2 AACUP Accreditation	06/20/2017	06/21/2017	16 HRS.	Technical	VSU, VISCA, BAYBAY CITY, LEYTE
	ISO 9001: 2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/2/2017	03/3/17	16 HRS.	Technical	VISAYAS STATE UNIVERSITY
	Internal Quality Audit Training	01/23/17	01/25/17	24 hrs.	Managerial	AJA Registrars Inc., CCE Bldg. VSU, Baybay City, Leyte
	Laforet Community Level Research Training-Workshop	8/19/16	8/19/16	8 hrs.	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001-2008 ORIENTATION & WRITESHOP AMONG CLERK & SECRETARIES	09/21/2015	09/21/2015	8 hrs.	Technical	VISAYAS STATE UNIVERSITY
(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)	
	COOKING		MODEL JOB ORDER STAFF (CLERK) AWARD		Philippine Society of Animal Science	
	Computer literacy				Administrative Personnel Assoc.	
	GARDENING					
	DRIVING					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		February 19, 2024		

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.
LYNETTE C. CIMA FRANCA	DFST, VSU, BAYBAY CITY, LEYTE	VOIP 1025
LORINA A. GALVEZ	DFST, VSU, BAYBAY CITY, LEYTE	9751489080
DENNIS P. PEQUE	CFES, VSU, BAYBAY CITY, LEYTE	563-7552

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

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

Government Issued ID: V00902

ID/License/Passport No.: VSU ID

Date/Place of Issuance: NOVEMBER 3, 2015

Signature (Sign inside the box)

February 27, 2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **FEB 27 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

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JAN 05 2024

ATTY. ERNESTO M. BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-23-12-08
Until December 31, 2025
PTR No. BC0210261 - Jan. 3, 2024
IBP O.R. No. 395726 - Jan 3, 2024
MCLE COMPLIANCE No. 11-006722 - Valid until April 14, 2025
Attorney's Roll No. 41458
TIN No. 112 008 908
R. Magsaysay Ave., Baybay City, Leyte

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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: June 1, 2021 - Present
- Position: Administrative Aide VI
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Lynette C. Cimafranca
- Name of Agency/Organization and Location: Department of Food Science and Technology, Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Perform the functions of the Department Document and Records Controller (DDRC) within the unit by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
 - Prepares communications, notice of meeting, certificates and others
 - Prepares financial and personnel documents (e.g reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
 - Perform Messengerial work.
 - Maintains cleanliness and orderliness in the office and reception area.
 - Disseminates department and university-initiated meetings and seminars.
 - Receives and relays IP messages and telephone calls for faculty and staff.
 - Maintains a systematic filing system of office records.
 - Assist the faculty in printing of IMS.
 - Receives and records incoming and outgoing documents for the department.
 - Performs other functions as assigned by the department head.

- Duration: August 1, 2017 - May 31, 2021
- Position: Administrative Aide IV
- Name of Office/Unit: Dept. of Food Science and Technology
- Immediate Supervisor: Ivy C. Emnace
- Name of Agency/Organization and Location: Dept. of Food Science and Technology, Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Perform the functions of the Department Document and Records Controller (DDRC) within the unit by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
- Prepares financial and personnel documents (e.g reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
- Perform Messengerial work.
- Maintains cleanliness and orderliness in the office and reception area.
- Disseminates department and university-initiated meetings and seminars.
- Receives and relays IP messages and telephone calls for faculty and staff.
- Maintains a systematic filing system of office records.
- Assist the faculty in printing of Instructional Materials, Handouts and Manuals.
- Receives and records incoming and outgoing documents for the department.
- Performs other functions as assigned by the department head.

- Duration: November 9, 2015 -July 31, 2017
- Position: Administrative Aide III
- Name of Office/Unit: Dept. of Forest Science
- Immediate Supervisor: Dennis P. Peque
- Name of Agency/Organization and Location: Dept. of Forest Science, Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Prepares, consolidates data, submits Annual Reports, Accomplishment Reports for Instruction, Research and Extension Programs
 - Prepares letters, memos, forms, and reports according to written or verbal instructions.
 - Sorts incoming mail and delivers to appropriate department or individual
 - Facilitates research and extension trainings.
 - Serves as Deputy Document Records Controller in connection with the ISO related matters of the unit.
 - Encodes exams, course outline, handouts, teaching guides and other materials for reproduction.
 - Supports the instruction, research and extension programs of the unit.
 - Prepares and types CSR, Travel Requests
 - Types and facilitates submission of semestral projected faculty workload, actual teaching load, individual faculty workload, mid-year & year-end reports.
 - Does other tasks as assign by the Dean, Department Head and Faculty.

Autu
PEARL P. VISTAL

(Signature over Printed Name
of Employee/Applicant)

Date: 10/25/24