

## 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	VILLAMOR		
FIRST NAME	GENEVIVE		NAME EXTENSION (JR., SR)
MIDDLE NAME	ALBURO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/19/1992	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	BAYBAY CITY 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.50	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
8. WEIGHT (kg)	73	ZIP CODE	6512
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village MAHAYAHAY Barangay MAHAPLAG LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6512
11. PAG-IBIG ID NO.	121209695303	19. TELEPHONE NO.	NA
12. PHILHEALTH NO.	13-202060440-2	20. MOBILE NO.	09386769124
13. SSS NO.	35-1632443-9	21. E-MAIL ADDRESS (if any)	<a href="mailto:genevive.villamor@vsu.edu.ph">genevive.villamor@vsu.edu.ph</a>
14. TIN NO.	489-980-405		
15. AGENCY EMPLOYEE NO.	NA		

## 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	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	VILLAMOR			
FIRST NAME	ROBENEZER	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AYADE			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALBURO			
FIRST NAME	MARGIE			
MIDDLE NAME	TULID			

(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	MAHAYAHAY ELEM. SCHOOL	PRIMARY EDUCATION	2000	2005	NA	2005	SALUTATORIAN
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	NA	2009	NONE
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2012	2016	NA	2016	NONE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN HORTICULTURE (ON-GOING)	2018	PRESENT	21 UNITS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan. 13, 2025
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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
	NONE	NONE	NONE	NONE	NONE	

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>Jellam</i>	DATE	Jan. 13, 2025
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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		
NA		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			
	Hydroponic Farming	Sep 29, 2023	Sep 29, 2023	8	Technical	AFP Savings and
	ISO 9001 2015: Awareness and Re-awareness Webinar	August 29, 2023	August 29, 2023	8	Technical	VSU
	33rd Joint VICARP and RRDEN Regional RDEI Symposium	November 17	November 18	16	Technical	VICARP, VSU
	Level 2 Cluster Review Presentation	October 24, 2022	October 24, 2022	8	Technical	VSU
	Internatinal Webinar and Workshop on Food and Value Chain in the New Normal	October 18, 2022	October 22, 2022	40	Technical	
	Persistence of Human Pathogen on Leafy Vegetables After Irrigating with Contaminated Irrigation Water	October 11, 2022	October 11, 2022	4	Technical	ACIAR-GAP
	Key Roles of Millenials and Gen-Z in Uplifting the Agri Space	June 17, 2021	June 17, 2021	8	Technical	
	NCII Organic Vegetable Production	December 2020	January 01, 2021	33	Technical	TESDA
	SARAI Eskwela: Soil Properties and Management for Improved Crop Production	September 9, 2020	September 9, 2020	8	Technical	UPLB (online)
	SARAI Eskwela: Smarter Technologies for Crop Water Management	September 2, 2020	September 2, 2020	8	Technical	UPLB (online)
	SARAI Eskwela: Improving Smallholder Access to the Institutional Markets by Training on Cacao Primary Processing	August 19, 2020	August 19, 2020	8	Technical	UPLB (online)
	SARAI Eskwela: Recommended Good Agricultural Practices and Rehabilitation for Banana	August 12, 2020	August 12, 2020	8	Technical	UPLB (online)
	SARAI Eskwela: Smarter Pest Identification Technology (SPIDTECH)	August 5, 2020	August 5, 2020	8	Technical	UPLB (online)
	Relay Cropping of Glutinous Corn and Vegetables in Corn-Based Farming System	February22, 2019	February22, 2019	8	Technical	DOH, VSU
	Geotagging	July 16, 2018	July 17, 2018	16	Technical	SAMAR
	Training on Construction and Supervision	April 16, 2018	April 20, 2018	40	Technical/Supervisory	Region 8
	Communal Gardening for Seed Multiplication in Region 8	December 01, 2018	December 01, 2018	8	Technical	DOH, VSU
	Communal Gardening for Seed Multiplication in Region 8	November 29, 2017	November 29, 2017	8	Technical	DOH, VSU
	Preparation for Level 1 AACUP				Managerial	VSU
	3rd National Organic Agriculture Scientific Conference	September 21, 2017	September 21, 2017	8	Technical	NOASC
	Liquid Nutrient Formulation for Three Cruciferous Vegetables Under an Aggregate Hydroponic System	September 20, 2017	September 20, 2017	8	Technical	NOASC
	Innovative Organic Starter Solutions for High Value Vegetable Seedlings	September 20, 2017	September 20, 2017	8	Technical	NOASC
	Climate Smart High Value Vegetable Production Technologies Training	May 29, 2017	May 31, 2017	16	Technical	DOH, VSU
	Climate Smart Agricultural Technologies	April 01, 2017	April 02, 2017	16	Technical	DOH, VSU
	Climate Smart High Value Vegetable Production Technologies	March 30, 2017	March 31, 2017	16	Technical	DOH, VSU
	Training on Communal and Container Vegetable Gardening	February 25, 2017	February 26, 2017	16	Technical	DOH, VSU
	Training of Trainers on Innovative and Diversified Agricultural Farming Technologies for Sustainable Community Development	February 08, 2017	February 08, 2017	8	Technical	DOH, VSU
	Training on Climate Change Mitigation/Adaptation through Vegetable Production	December 08, 2016	December 08, 2016	16	Technical	DOH, VSU



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP/ASSOCIATIO N/ORGANIZATION
	MS OFFICE (MS WORD,EXCEL,POWERPOINT)		Kick Ball Champion (VSU Sportfest 2019)		ViHOS
					Amicus

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan. 13, 2025
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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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>Date Filed: </div> <div>Status of Case/s: </div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ROSARIO A. SALAS</td><td>VISAYAS STATE UNIVERSITY</td><td>9088732033</td></tr><tr><td>ZENAIDA C. GONZAGA</td><td>VISAYAS STATE UNIVERSITY</td><td>9176320387</td></tr><tr><td>REYNA MAE C. CAINTIC</td><td>VISAYAS STATE UNIVERSITY</td><td>9105028871</td></tr></table>			NAME	ADDRESS	TEL. NO.	ROSARIO A. SALAS	VISAYAS STATE UNIVERSITY	9088732033	ZENAIDA C. GONZAGA	VISAYAS STATE UNIVERSITY	9176320387	REYNA MAE C. CAINTIC	VISAYAS STATE UNIVERSITY	9105028871
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REYNA MAE C. CAINTIC	VISAYAS STATE UNIVERSITY	9105028871												
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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: DRIVER'S LICENSE</div> <div>ID/License/Passport No.: H12-18-003473</div> <div>Date/Place of Issuance: Nov. 19, 2023/ Baybay City Leyte</div>	<div><div></div><div>Signature (Sign inside the box)</div><div>Jan. 17, 2025</div><div>Date Accomplished</div></div>	<div></div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 14 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>ATTY. KARENABEGAIL S. MONTERON VSU Director, Legal Affairs and Services Person Administering Oath</div>														

## 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: May 1, 2023-Present
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City Leyte

- Duration: February 16, 2022-April 30, 2023
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Zenaida C. Gonzaga
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City Leyte

### List of Accomplishments and Contributions (if any)

- Attended trainings, workshop, symposium for research, extension and instruction

### Summary of Actual Duties

- Coordinates in the preparation, facilitation and implementation of the project meetings/seminars/workshops and other related project activities;
- Coordinates with other project team members through the Project team leader in implementing field activities for the development of vegetable value chains and community development activities of the project.
- Acts as direct contact person between the Australian and Philippines/VSU project collaborators and other local counterparts;
- Takes charge in setting-up a system for storing, distributing project documents and maintaining a contact list for all team members;
- Takes charge in the preparation of the projects' financial transactions and facilitating the invoicing, and other related business transaction documents of the projects;
- Provide updates of budget reports to the Project Coordinator and Project Leader in a monthly basis or as requested, and maintains efficient financial records;
- Maintains efficient filing of project records for easy retrieval;

- Perform other project related activities that maybe assigned by the Project Leader.
- Submit and present reports for project monthly update
- Data Gathering

- Duration: November 2020-December 2021
- Position: Graduate Teaching Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City Leyte

**List of Accomplishments and Contributions (if any)**

- Attended trainings, workshop, symposium for research, extension and instruction

**Summary of Actual Duties**

- Teach Undergraduate Students

- Duration: July 1, 2018-October 2020
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City Leyte

**List of Accomplishments and Contributions (if any)**

- Attended trainings, workshop, symposium for research, extension and instruction

**Summary of Actual Duties**

- Attend trainings workshop, symposium for research, extension and instruction

- Duration: January 15, 2018 to June 30 2018
- Position: Agricultural Technician
- Name of Office/Unit: Office of the Provincial Agriculture
- Immediate Supervisor:
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City Leyte

**List of Accomplishments and Contributions (if any)**

- Conduct trainings, workshop, symposium for research, extension and instruction

**Summary of Actual Duties**

- Conduct Trainings about Tikog production in Basey Samar
- Monitoring of the Production Area
- Duration: July 2016 to December 2017
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City Leyte

**List of Accomplishments and Contributions (if any)**

- Attended trainings, workshop, symposium for research, extension and instruction

**Summary of Actual Duties**

- Making proposal, data gathering and making reports.

  
**GENEVIVE A. VILLAMOR**  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_