

WARNING: Any misinterpretation 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	ALDE		
FIRST NAME	RINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	COLES		
3. DATE OF BIRTH (mm/dd/yyyy)	12/30/1993	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	Borongan, Eastern Samar	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:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.48		House/Block/Lot No. Street Barangay Guadalupe
8. WEIGHT (kg)	57	ZIP CODE	6521
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Limbauan Street Extension House/Block/Lot No. Street Barangay Campesao
10. GSIS ID NO.			Subdivision/Village Barangay Baybay Leyte
11. PAG-IBIG ID NO.			City/Municipality Province Borongan Eastern Samar
12. PHILHEALTH NO.	13-250021783-3	ZIP CODE	6800
13. SSS NO.		19. TELEPHONE NO.	N/A
14. TIN NO.	472-085-333-000	20. MOBILE NO.	09276767250
15. AGENCY EMPLOYEE NO.	v01088	21. E-MAIL ADDRESS (if any)	rcalde@up.edu.ph

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)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ALDE			
FIRST NAME	EMMANUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BALANO			
25. MOTHER'S MAIDEN NAME	TERESITA ARMA COLES			
SURNAME	COLES			
FIRST NAME	TERESITA			
MIDDLE NAME	COLES		(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	EUGENIO S. DAZA PILOT ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2007		2007	ACADEMIC AWARD
SECONDARY	EASTERN SAMAR NATIONAL COMPREHENSIVE HIGH SCHOOL	HIGH SCHOOL	2007	2011		2011	ACADEMIC AWARD
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2011	2015		2015	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MASTER OF SCIENCE IN PLANT BREEDING	2015	2018		2018	DOST-ASTHRDP

(Continue on separate sheet if necessary)			
SIGNATURE	Rina C. Alde	DATE	02/14/2019
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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
CAREER SERVICE PROFESSIONAL ELIGIBILITY	81.0	12/9/2014	TACLOBAN CITY		
HONOR GRADUATE ELIGIBILITY		4/22/2015	BAYBAY CITY		
AGRICULTURIST	79.3	6/18/2015	TACLOBAN CITY	0021783	12/30/2018

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE	Rina C. Alde	DATE	02/14/2019
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(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)

[illegible]

(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)
FAMILIARITY W/ COMPUTER PROGRAMS SUCH AS MICROSOFT WORD, POWERPOINT, EXCEL, ETC.	N/A	VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION
SKILLS IN STATISTICAL PROGRAMS SUCH AS STAR NEBULA (IRRI, 2014).		
FLUENT IN ENGLISH, FILIPINO, BISAYA AND WARAY-WARAY.		
KNOWLEDGE IN USING LABORATORY EQUIPMENTS		

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE	<i>Rina C. Abde</i>	DATE	02/14/2019

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.
TERESITA H. BORRAMEO	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS, LAGUNA	536-2468
DELIA LACABA	BORONGAN, EASTERN SAMAR	09287938274
DILBERTO O. FERRAREN	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	(053)-3352616

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: TIN ID

ID/License/Passport No.: 472-085-333-000

Date/Place of Issuance: 07/16/2015

Rina C. Alde

Signature (Sign inside the box)

02/14/2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this FEB 14 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR

VSU 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: August 13, 2018 – December 31, 2018
- Position: Instructor 1
- Name of Office/Unit: Department of Plant Breeding and Genetics
- Immediate Supervisor: Luz O. Moreno
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Contributed in revising the laboratory manuals for Agricultural Botany, Genetics and Principles in Plant Breeding
- Summary of Actual Duties
 - Responsible for planning, preparing and teaching lessons in Agricultural Botany, Genetics and Plant Breeding subjects; instruct and monitor students in conducting laboratory activities; assign and grade class work, tests and assignments.

Rina C. Alde
RINA C. ALDE

(Signature over Printed Name
of Employee/Applicant)

Date: _____