

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 ( ☐ 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                    | GONGORA   |   |  |
| FIRST NAME                    | MIKAELA   | NAME EXTENSION (JR., SR) N/A                                |  |
| MIDDLE NAME                   | MENDOZA   |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | December 19, 1997   | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | HINUNANGAN, SOUTHERN LEYTE  | If holder of dual citizenship, please indicate the details. | Philippines  |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female  |   |  |
| 6 CIVIL STATUS                | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     |  |
| 7. HEIGHT (m)                 | 1.48 (m)  |   | House/Block/Lot No. Street<br>PUROK SPILLWAY CATUBLIAN<br>Subdivision/Village Barangay<br>HINUNANGAN SOUTHERN LEYTE<br>City/Municipality Province  |
| 8. WEIGHT (kg)                | 58 (kg)   | ZIP CODE  | 6608   |
| 9. BLOOD TYPE                 | " B "   | 18. PERMANENT ADDRESS                                       |  |
| 10. GSIS ID NO.               | N/A   |   | House/Block/Lot No. Street<br>PUROK SPILLWAY CATUBLIAN<br>Subdivision/Village Barangay<br>HINUNANGAN SOUTHERN LEYTE<br>City/Municipality Province  |
| 11. PAG-IBIG ID NO.           | 920168728620  | ZIP CODE  | 6608   |
| 12. PHILHEALTH NO.            | 13-252517430-5  |   |  |
| 13. SSS NO.                   | N/A   | 19. TELEPHONE NO.   | N/A  |
| 14. TIN NO.                   | 726-381-116   | 20. MOBILE NO.  | 09352413165  |
| 15. AGENCY EMPLOYEE NO.       | VO1218  | 21. E-MAIL ADDRESS (if any)                                 | mm.gongora@vsu.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) | AHAVAH REIGN G. RACAZA                              | June 27, 2019              |
| MIDDLE NAME              |         |                          |   |                            |
| OCCUPATION               |         |                          |   |                            |
| EMPLOYER/BUSINESS NAME   |         |                          |   |                            |
| BUSINESS ADDRESS         |         |                          |   |                            |
| TELEPHONE NO.            |         |                          |   |                            |
| 24. FATHER'S SURNAME     | GONGORA |                          |   |                            |
| FIRST NAME               | BILLY   | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | LIGUID  |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |         |                          |   |                            |
| SURNAME                  | MENDOZA |                          |   |                            |
| FIRST NAME               | ERLINDA |                          |   |                            |
| MIDDLE NAME              | PADESCO |                          |   |                            |

(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                | HINUNANGAN WEST CENTRAL SCHOOL | PRIMARY EDUCATION                                | 6/1/2004             | 3/20/2010 | GRADUATED                                      | 2010           | SALUTATORIAN                          |
| SECONDARY                 | CANIPAAAN NATIONAL HIGH SCHOOL | SECONDARY EDUCATION                              | 6/1/2010             | 3/30/2014 | GRADUATED                                      | 2014           | ACHIEVER                              |
| VOCATIONAL / TRADE COURSE | N/A                            | N/A  | N/A                  | N/A       | N/A  | N/A            | N/A                                   |
| COLLEGE                   | VISAYAS STATE UNIVERSITY       | BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION | 6/2/2024             | 6/15/2018 | GRADUATED                                      | 2018           | MAGNA CUM LAUDE                       |
| GRADUATE STUDIES          | VISAYAS STATE UNIVERSITY       | MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION   | 10/5/2020            | 8/12/2022 |  | 2022           | N/A                                   |

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|           |  |      |            |   |
|-----------|--|------|------------|---|
| SIGNATURE |  | DATE | 12/13/2022 | CS FORM 212 (Revised 2017), Page 1 of 4 |
|-----------|--|------|------------|---|



[illegible]

## V. WORK EXPERIENCE

[illegible]

|                  |   |             |            |   |
|------------------|---|-------------|------------|---|
| <b>SIGNATURE</b> |  | <b>DATE</b> | 12/13/2022 | CS FORM 212 (Revised 2017), Page 2 of 4 |
|------------------|---|-------------|------------|---|



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|-----------------|---------------------------|
|     |   | From                            | To  |                 |                           |
|     | N/A   | N/A                             | N/A | N/A             | N/A                       |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |

(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<br>(Write in full)  | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |                    | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)   |
|-----|---|---|--------------------|-----------------|---|--|
|     |   | From  | To                 |                 |   |  |
|     | TRAINING ON DIGITAL STORYTELLING FOR YOUNG AGRINNOVATORS  | 4/21/2022                                     | 04/22/22, 05/17/22 | 24.0            | TECHNICAL   | SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRICULTURE   |
|     | TRAINING ON PRIOR ART SEARCH AND PATENT INFORMATION INTERPRETATION  | 3/22/2022                                     | 3/22/2022          | 4.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY PHILROOTCROPS   |
|     | 33RD JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM  | 11/17/2021                                    | 11/18/2021         | 12.0            | TECHNICAL   | VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP) AND REGIONAL RESEARCH AND DEVELOPMNET EXTENSION NETWORK (RRDEN) |
|     | EXTENSION TRAINING WORKSHOP: DEVELOPING EXTENSION PROPOSAL  | 11/9/2021                                     | 11/12/2021         | 32.0            | TECHNICAL   | VISAYAS STATE UNIVERSITY DIRECTOR FOR EXTENSION  |
|     | WORKSHOP SERIES ON PACKAGING DEVELOPMENT INFORMATION FOR THE BROADCAST MEDIA  | 9/11/2021                                     | 9/18/2021          | 32.0            | TECHNICAL   | DYDC 104.7-VSU DEVELOPMENT CAMPUS RADIO  |
|     | 32ND JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM  | 3/23/2021                                     | 3/24/2021          | 12.0            | TECHNICAL   | VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP) AND REGIONAL RESEARCH AND DEVELOPMNET EXTENSION NETWORK (RRDEN) |
|     | WRITESHOP ON SCIENTIFIC WRITING FOR PUBLICATION IN PEER-REVIEWED JOURNALS   | 3/15/2021                                     | 3/16/2021          | 16.0            | TECHNICAL   | VISAYAS STATE UNIVERSITY PHILROOTCROPS   |
|     | WEBINAR ON BUILDING RESILIENCE OF VULNERABLE LOCAL COMMUNITIES TO NATURAL DISASTERS: ENHANCING LOCAL HUMANITARIAN LEADERSHIP TOWARDS BUILDING STRONGER GROUND | 8/12/2020                                     | 8/12/2020          | 4.0             | TECHNICAL   | OXFAM AND REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER  |
|     | FOOD SECURITY CHALLENGES AND OPPORTUNITIES UNDER THE NEW NORMAL: A WEBINAR IN COMMERATION OF 9 YEARS OF PCAARRD EXCELLENCE                                    | 6/30/2020                                     | 6/30/2020          | 2.0             | TECHNICAL   | PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT   |
|     | WEBINAR ON INTERMEDIATE MICROSOFT EXCEL FOR TEACHERS  | 5/15/2020                                     | 5/15/2020          | 3.0             | TECHNICAL   | ERYUTECH   |
|     | HUMANOSPHERE RESEARCH AND THE HUMANOSPHERE POTENTIALITY INDEX: AIMING TOWARDS DIFFERENT PARADIGMS   | 8/19/2019                                     | 8/19/2019          | 3.0             | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS   |
|     | WORKSHOP ON WRITING RESEARCH PAPERS FOR PEER-REVIEWED PUBLICATION   | 7/18/2019                                     | 7/19/2020          | 16.0            | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS   |
|     |   |   |                    |                 |   |  |
|     |   |   |                    |                 |   |  |
|     |   |   |                    |                 |   |  |
|     |   |   |                    |                 |   |  |

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     | GOOD COMMUNICATION SKILL   |     | N/A  |     |   |
|     | PHOTOGRAPHY                |     |  |     |   |
|     | COMMUNITY ENGAGEMENT       |     |  |     |   |
|     |                            |     |  |     |   |
|     |                            |     |  |     |   |

(Continue on separate sheet if necessary)



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.   |
|----------------------------|---------------------------|------------|
| CHRISTINA A. GABRILLO, PhD | Visca, Baybay City, Leyte | 9060519067 |
| EDITHA G. CAGASAN, PhD     | Visca, Baybay City, Leyte | 9182700721 |
| PROF. MARLON M. TAMBIS     | Visca, Baybay City, Leyte | 9397209796 |

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.



MIKAELA M. GONGORA  
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: DRIVER'S LICENSE

ID/License/Passport No.: H11-16-000683

Date/Place of Issuance: 12/28/2018

Signature (Sign inside the box)

12/13/2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RICAN L. GUNDOOR

VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: August 2018 – June 2019
- Position: Communication Officer
- Name of Office/Unit: Forest Land Use Plan
- Immediate Supervisor: Emmanuel Tan
- Name of Agency/Organization and Location: Provincial Environment and Natural Resources Office, Leyte

- List of Accomplishments and Contributions (if any)
  - Crafted the Forest Land Use Plan (FLUP) of the Municipality of Sta. Fe and Alangalang, Leyte
  - Documented the activities and prepared reports
- Summary of Actual Duties
  - Responsible for the documentation of the activities and preparation of technical reports related to the FLUP of the selected municipalities in Leyte.

- Duration: August 2019 – May 2020
- Position: Visiting Instructor
- Name of Office/Unit: Education Department
- Immediate Supervisor: Dr. Mary Beth T. Saludsod
- Name of Agency/Organization and Location: Southern Leyte State University – Hinunangan Campus

- List of Accomplishments and Contributions (if any)
  - Prepared teaching materials like PowerPoint Presentation
- Summary of Actual Duties
  - Responsible for preparing syllabus and educating the students

- Duration: June 2020 – present
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-economics Division of PhilRootcrops
- Immediate Supervisor: Prof. Marlon M. Tambis

- Name of Agency/Organization and Location: Visayas State University - PhilRootcrops
  - List of Accomplishments and Contributions (if any)
    - Documented and prepared reports of the extension activities of PhilRootcrops
    - Prepared IEC materials related to rootcrops
    - Managed the digital platforms of PhilRootcrops
    - Facilitated the crafting of the Memorandum of Agreement (MOA) of PhilRootcrops' linkages with other concerned stakeholders and institutions
  - Summary of Actual Duties
    - Responsible for the 1) documentation and preparation of technical reports on the extension activities of PhilRootcrops, 2) preparation of IEC materials on rootcrops, 3) management of the digital platforms of PhilRootcrops, and 4) facilitation of the crafting of MOA of PhilRootcrops' linkages.

  
MIKAELA M. GONGORA  
(Signature over Printed Name  
of Employee/Applicant)

Date: December 15, 2022