

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	MARAÑAN			
FIRST NAME	GELECA	N/A		
MIDDLE NAME	IGDANES			
3. DATE OF BIRTH (mm/dd/yyyy)	06/27/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	PATAG, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country: Philippines	
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A	
7. HEIGHT (m)	1.55	ZIP CODE	PUROK 6	
8. WEIGHT (kg)	68		House/Block/Lot No.	Street
9. BLOOD TYPE	O		N/A	GABAS
10. GSIS ID NO.	2005687873		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	121107005382		BAYBAY CITY	LEYTE
12. PHILHEALTH NO.	132020480657	City/Municipality	Province	
13. SSS NO.	0635012670	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	316-329-695-000	ZIP CODE	PUROK 6	
15. AGENCY EMPLOYEE NO.	N/A		House/Block/Lot No.	Street
19. TELEPHONE NO.			N/A	GABAS
20. MOBILE NO.			Subdivision/Village	Barangay
21. E-MAIL ADDRESS (if any)			BAYBAY CITY	LEYTE
		City/Municipality	Province	
			6521	
			N/A	
			09359331587	
			igdanes27@gmail.com	

II. FAMILY BACKGROUND

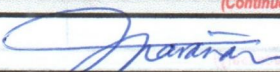
22. SPOUSE'S SURNAME	MARAÑAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CLEMENTE	JR	LUCIUS ZACH I. MARAÑAN	07/22/2021
MIDDLE NAME	NAYRE			
OCCUPATION	ADMIN AIDE I			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	IGDANES			
FIRST NAME	GENEROSO	N/A		
MIDDLE NAME	ESTRELLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAJERIC			
FIRST NAME	LETECIA			
MIDDLE NAME	JAO			

(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 CENTRAL SCHOOL	PRIMARY	1998	2005	GRADUATED	2005	N/A
SECONDARY	BAYBAY NAT'L HIGH SCHOOL	HIGH SCHOOL	2005	2009	GRADUATED	2009	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE (AGRONOMY)	2009	2013	GRADUATED	2013	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRONOMY (Minor in Soil Science)	2016	2019	GRADUATED	2019	N/A
	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 17, 2022
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[illegible]

V. WORK EXPERIENCE

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

[illegible]

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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		
	KABALIKAT CIVICOM-VSU Chapter	15/03/2018	Present	N/A	KCP-77

(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)

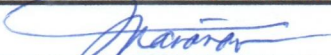
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	National Conference on Agricultural Science and Technology (NCAST): Embracing Social Enterprise and Digital Marketing Platform Towards Agricultural Competitiveness Beyond The New Normal	03/24/2022	03/25/2022	16.0	TECHNICAL	Philippine Association of Agriculturists, Inc (PAA) (via zoom)
	Technology Forum of Purple Yam (<i>Dioscorea alata</i> Linn.) Quality Plant Material Production through Aeroponics	11/19/2021	11/19/2021	4.0	TECHNICAL	Benguet State University-Northern Philippine Root Crops Research and Training Center (NPRRTC) (via zoom)
	33rd Joint ViCARP and RRDEN Regional RDEI Symposium	11/17/2021	11/18/2021	16.0	TECHNICAL	ViCARP, VSU, Visca, BAYBAY CITY, LEYTE (via Zoom)
	TURNITIN Instructor's Workflow Training	05/31/2021	05/31/2021	8.0	TECHNICAL	VSU, Visca, BAYBAY CITY, LEYTE (via Zoom)
	32nd Joint ViCARP and RRDEN Regional RDEI Symposium	03/23/2021	03/24/2021	16.0	TECHNICAL	ViCARP, VSU, Visca, BAYBAY CITY, LEYTE (via Zoom)
	AgriTalk: Basic Composting	12/17/2020	12/17/2020	2.0	TECHNICAL	Agricultural Training Institute (ATI) (via zoom)
	AgriTalk: Organic Fertilizers	12/16/2020	12/16/2020	2.0	TECHNICAL	Agricultural Training Institute (ATI)(via zoom)
	AgriTalk: Seed Sowing and Basic Plant Growth Stages	12/13/2020	12/13/2020	2.0	TECHNICAL	Agricultural Training Institute (ATI)(via zoom)
	AgriTalk: Basic of Urban Gardening	12/12/2020	12/12/2020	2.0	TECHNICAL	Agricultural Training Institute (ATI) (via zoom)
	Training-Workshop on Cassava and Sweetpotato Production	11/06/2020	11/06/2020	8.0	TECHNICAL	Philippine Root Crops Research and Training Center (PRCRTC)-Visayas State University Main
	Scientific Paper Writing Workshop for Peer-Reviewed Publications	01/14/2020	01/17/2020	32.0	TECHNICAL	OVPRE, VSU, Visca, BAYBAY CITY, LEYTE
	31st Regional RDEI Symposium and 1st Regional PhilARM Convention	11/26/2019	11/27/2019	16.0	TECHNICAL	ViCARP, VSU, Visca, BAYBAY CITY, LEYTE
	SUC-ACAP, Inc. Annual Convention	05/22/2019	05/24/2019	32.0	FOUNDATION	VSU, Visca, BAYBAY CITY, LEYTE
	CAFS STRATEGIC PLANNING AND WORKSHOP	01/31/2019	02/01/2019	16.0	TECHNICAL	CAFS-VSU, Visca, BAYBAY CITY, LEYTE
	FOOD VALUE CHAIN SEMINAR	09/11/2018	09/14/2018	32.0	FOUNDATION	ASEAN- VISAYAS STATE UNIVERSITY
	ECOLOGICAL RESEARCH: METHODS AND DATA ANALYSIS	06/07/2018	06/07/2018	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY
	NCIII CERTIFICATION: HARNESSING THE CAPABILITIES OF YOUNG RICEPRENUERS ON AGRI-CROP PRODUCTION	06/25/2018	06/29/2018	40.0	TECHNICAL	TECHNICAL EDUCATION SKILL AND DEVELOPMENT AUTHORITY-AGRICULTURAL
	SCIENTIFIC WRITING SEMINAR	04/28/2018	04/28/2018	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY-COLLEGE OF AGRICULTURE AND FOOD SCIENCE
	OPSI SUGARCANE FARM MANAGEMENT TRAINING	02/20/2018	02/22/2018	24.0	TECHNICAL	SUGAR REGULATORY ADMINISTRATION
	TRAINING COURSE ON OCCUPATIONAL SAFETY AND HEALTH IN THE WORKPLACE	26/09/2017	26/09/2017	8.0	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
	STATISTICAL ANALYSIS OF RESEARCH DATA	28/06/2017	30/06/2017	24.0	TECHNICAL	AUSTRALIAN CENTRE FOR INTERNATIONAL AGRICULTURAL RESEARCH SOIL PROJECT
	CHEMICAL SAFETY IN THE LABORATORY	10/11/2016	10/11/2016	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY-DEPARTMENT OF SOIL SCIENCE
	RESEARCH ETHICS AND TECHNIQUES IN SCIENTIFIC WRITING	26/10/2016	26/10/2016	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	BIOCONVERSION AND FUNCTIONAL FOODS	11/10/2016	11/10/2016	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY
	ENHANCING PRODUCTIVITY AT THE WORKPLACE AND BEYOND	24/04/2015	24/04/2015	8.0	FOUNDATION	PHILIPPINE QUALITY AND PRODUCTIVITY MOVEMENT in collaboration w/ REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD, REGION VII

(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, DRAWING AND GARDENING		N/A		MEMBER, PHILIPPINE ASSOCIATION OF AGRICULTURISTS, INC. (PAA)
	COMPUTER LITERATE: MS WORD, MS EXCEL, MS POWERPOINT				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 17, 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

☐ YES☒ NO

If YES, give details:

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.
DR. BERTA C. RATILLA	VSU, BAYBAY CITY, LEYTE	9169724921
DR. ULYSSES A. CAGASAN	VSU, BAYBAY CITY, LEYTE	053-525-0346
DR. ERLINDA A. VASQUEZ	VSU, BAYBAY CITY, LEYTE	053-563-7229

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/License/Passport No.: 316-329-695

Date/Place of Issuance: MAY 15, 2014

Signature (Sign inside the box)

JUNE 17, 2022

Date Accomplished

01 JUL 2022

Right Thumbmark

GELECA I. MARANAN

ATTY. RYAN L. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

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

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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 8, 2019 – Present
- Position: Instructor I
- Name of Office/Unit: Philippine Root Crops Research and Training Center (PRCRTC)
- Immediate Supervisor: Dr. Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - a. Handled courses in affiliated department and performed other teaching related functions such preparing and revising teaching materials/guides, preparing and giving examinations (mid/final/long/quizzes), checking and recording students' outputs, and submit grades
 - ✓ Developed research proposals
 - ✓ Conducted or implemented approved research projects
 - ✓ Prepared and submitted research reports
 - ✓ Performed extension functions such as resource persons in training and expert dispatch in any extension activities of the center
 - ✓ Performed functions relative to committee memberships assigned by the immediate supervisor/head
- Summary of Actual Duties
 - ✓ Responsible for academic tasks (e.g., conducting of classes, checking and recording of students' outputs, makes available for student consultation, etc.),
 - ✓ Performs research functions (e.g., prepares research proposals, implements duly approved research projects within time frame, prepares and submit reports within the prescribed period, presents research outputs during conferences/fora of legitimate professional organizations, submits output for possible publication/patenting),
 - ✓ Performs extension functions such as resource persons in training and expert dispatch in any extension activities of the center; prepares extension proposals for funding; implements the research proposals; and publish results,
 - ✓ Performs functions relative to committee memberships, and
 - ✓ Performs other related functions assigned by the immediate supervisor/head
- Duration: August 1, 2016 – May 31, 2019
- Position: Graduate Teaching Assistant (GTA)
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Dr. Berta C. Ratilla
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - ✓ Handled courses assigned by the department
 - ✓ Revised lecture and laboratory aids
 - ✓ Organized and prepared instructional materials needed by the faculty
 - ✓ Sorted laboratory and lecture manual guides
 - ✓ Prepared and gave examinations (mid/final/long/quizzes)
 - ✓ Checked and recorded laboratory reports, exams and quizzes and returns to students

- one week after examination
- ✓ Submitted grade sheets within prescribed period to the department
- ✓ Makes available for student consultation
- ✓ Assisted the faculty in checking their exams

- Summary of Actual Duties

- ✓ Responsible for academic tasks (e.g., conducting of classes, checking and recorded students' outputs and performs other related functions assigned by the immediate supervisor/head

- Duration: June 1, 2013 – February 17, 2016
- Position: Farm Manager
- Name of Office/Unit: CSMichael Farm
- Immediate Supervisor: Christy Sandy Michael (Farm Owner)
- Name of Agency/Organization and Location: CSMichael Development Corporation, MIT Bldg, Lahug, Cebu City.

- List of Accomplishments and Contributions (if any)

- ✓ Managed the farm operation and production
- ✓ Farm planning, budgeting, marketing and inventory
- ✓ Liquidates farm expenses
- ✓ Deposited farm income and unexpended budget
- ✓ Makes monthly sales and expenses report
- ✓ Supervised daily activities of farm laborers
- ✓ Assisted or processed owner's personal documents and/or farm related documents

- Summary of Actual Duties

- ✓ Responsible for managing the day-to-day activities of the farm from planning, farm operation to marketing, and performs other related functions assigned by the immediate supervisor/owner

- Duration: April 1, 2012 – March 29, 2013
- Position: Student Assistant (SA)
- Name of Office/Unit: Department of Agronomy and Soil Science (DASS)
- Immediate Supervisor: Dr. Victor B. Asio
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- ✓ Sorted laboratory and lecture manual guides
- ✓ Organized and prepared instructional materials needed by the faculty
- ✓ Cleaned classrooms, faculty rooms and comfort rooms

- Summary of Actual Duties

- ✓ Responsible for assisting the faculty and staff and performs other tasks assigned by the immediate supervisor/head



GELECA I. MARAÑAN

(Signature over Printed Name
of Employee/Applicant)

Date: June 17, 2022