

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 ( ☐ 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  
RATILLA

FIRST NAME  
MARK

MIDDLE NAME  
CATINGAN

3. DATE OF BIRTH  
(mm/dd/yyyy)  
06/06/1993

4. PLACE OF BIRTH  
CALUBIAN, LEYTE

5. SEX  
☒ Male ☐ Female

6 CIVIL STATUS  
☒ Single ☐ Married ☐ Widowed ☐ Separated  
☐ Other/s:

7. HEIGHT (m)  
1.62

8. WEIGHT (kg)  
88 kgs

9. BLOOD TYPE  
AB

10. GSIS ID NO.  
2004517700

11. PAG-IBIG ID NO.  
121122194404

12. PHILHEALTH NO.  
13-025154978-9

13. SSS NO.  
NONE

14. TIN NO.  
451-259-273

15. AGENCY EMPLOYEE NO.  
V000838

16. CITIZENSHIP  
☒ Filipino ☐ Dual Citizenship by birth ☐ by naturalization  
Pls. indicate country:  
Philippines

17. RESIDENTIAL ADDRESS  
APT. 22 KILBOURNE ST.  
House/Block/Lot No. Street  
VSU, VISCA PANGASUGAN  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province

18. PERMANENT ADDRESS  
APT. 22 KILBOURNE ST.  
House/Block/Lot No. Street  
VSU, VISCA PANGASUGAN  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province  
6521-A

19. TELEPHONE NO.  
053 563 7123

20. MOBILE NO.  
09167752780

21. E-MAIL ADDRESS (if any)  
mark.ratilla@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
N/A

FIRST NAME  
N/A

MIDDLE NAME  
N/A

OCCUPATION  
N/A

EMPLOYER/BUSINESS NAME  
N/A

BUSINESS ADDRESS  
N/A

TELEPHONE NO.  
N/A

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

N/A

N/A

N/A

N/A

N/A

N/A

24. FATHER'S SURNAME  
RATILLA

FIRST NAME  
TEODOMERO

MIDDLE NAME  
CABUSAO

25. MOTHER'S MAIDEN NAME

SURNAME  
CATINGAN

FIRST NAME  
BERTA

MIDDLE NAME  
DINAUANAO

(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  
From To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

VISCA FOUNDATION  
ELEMETARY SCHOOL

PRIMARY

1999 2005

Graduated

2005

None

SECONDARY

VISAYAS STATE UNIVERSITY  
LABORATORY HIGH SCHOOL

SECONDARY

2005 2009

Graduated

2009

With  
Honors

COLLEGE

VISAYAS STATE UNIVERSITY

BS AGRIBUSINESS

2009 2013

Graduated

2013

Magna  
Cum  
Laude

GRADUATE STUDIES (MASTERS)

MASARYK UNIVERSITY, CZECH  
REPUBLIC

MASTERS IN BUSINESS  
MANAGEMENT

2014 2016

Graduated

2016

None

GRADUATE STUDIES (PHD)

TOMAS BATA UNIVERSITY IN  
ZLIN, CZECH REPUBLIC

PHD IN ECONOMICS AND  
MANAGEMENT

2019 2023

Graduated

2023

None

(Continue on separate sheet if necessary)

SIGNATURE

DATE 18 April 2024

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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
	HONOR GRADUATE ELIGIBILITY (PD 907)	N/A	N/A	N/A	1001081300 70	05-Apr-13


*(Continue on separate sheet if necessary)*

## 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)

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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		
	Knights of Columbus - VSU, Visca Council, Baybay City, Leyte	01/04/2016	Present	360.00	Knight

(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			
	The 5th International Conference on Economics and Social Sciences Fostering recovery through metaverse business modelling	16-Jun-22	16-Jun-22	8	Technical	Bucharest University of Economic Studies, Romania
	KNOWCON 2020: Knowledge on Economics and Management	12-Nov-20	12-Nov-20	8	Technical	Department of Applied Economics, Palacký University in Olomouc, Czech Republic
	Seminar on "Getting published in top journals"	19-Jun-23	19-Jun-23	8	Technical	Toulouse Business School and Toulouse School of Management, Toulouse, France
	Seminar on "Adding Good or Removing Bad: Consumer Responses to Nutrition Claims	16-Mar-23	16-Mar-23	8	Technical	Toulouse Business School and Toulouse School of Management, Toulouse, France
	Seminar on "When mixed rewards add morality to loyalty programs"	24-Feb-23	24-Feb-23	8	Technical	Toulouse Business School and Toulouse School of Management, Toulouse, France
	Seminar on "Undertaking Research and Crafting Manuscripts for Publishing in Scholarly Academic Journals"	3/30/2023 - 3/31/2023	3/30/2023 - 3/31/2023	8	Technical	Toulouse Business School and Toulouse School of Management, Toulouse, France
	Seminar on "Monsters! Severe Facial Disfigurement and Identity"	12-Jun-23	12-Jun-23	8	Technical	Toulouse Business School and Toulouse School of Management, Toulouse, France
	Workshop on Entrepreneurial Management	28/09/2019	30/09/2019	24	Technical	Municipality of San Isidro, Leyte
	Value Chain analysis in vegetable production	18/09/2019	20/09/2019	24	Technical	Municipality of San Isidro, Leyte
	Training-workshop on stock 101: a guide to first time investors	8/11/2019	8/11/2019	8	Technical	VISAYAS STATE UNIVERSITY
	Regional Forum on Economic Financial Literacy	12/11/2019	12/11/2019	8.0	Technical	National Economic and Development Authority
	Quantitative and Qualitative Statistical Analysis in Depth Training Workshop	22/10/2018	24/10/2018	24.0	Technical	STRAND-Asia

(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)
	Conduct business and marketing research		Best Paper Awardee (Socio-economics category) on the paper entitled "Investment Needs Assessment Using Value Chain Approach: A Pilot Study in the Province of Leyte, Philippines" held during the 25th National Research Symposium on December 18, 2013 at the DA-BAR Complex, Diliman, Quezon City, Philippines.		Knights of Columbus
	Good command of Microsoft Office™ tools acquired from school trainings		Research Poster Contest Bronze Awardee on the paper entitled "Investment Needs Assessment Using Value Chain Approach: A Pilot Study in the Province of Leyte, Philippines" held during the 25th National Research Symposium on December 18, 2013 at the DA-BAR Complex, Diliman, Quezon City, Philippines.		Member of Visayas State University Faculty Association
	Designing posters using XARA acquired through work experiences		Accredited Investment Teacher given by the Capital Markets Institute of the Philippines, Inc. on the 16th day of May 2014.		Member of the Capital Market Institute of the Philippines, Inc.
	Use of SPSS Statistics in analysing research data acquired from school trainings and work experiences				
	Analyse financial statements using financial ratios acquired from school trainings				
	Prepare financial statements acquired from school trainings				
	Develop feasibility studies acquired from school trainings				

(Continue on separate sheet if necessary)

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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:

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

☐ 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

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. ANTONIO P.ABAMO	VSU, VISCA, BAYBAY CITY, LEYTE	335-2654
PROF. ARGINA M. POMIDA	VSU, VISCA, BAYBAY CITY, LEYTE	563-7093
DR. ANALITA A. SALABAO	VSU, VISCA, BAYBAY CITY, LEYTE	563-7385

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: **Passport**


ID/License/Passport No.: **P7941957A**

Date/Place of Issuance: **14 July 2018 DFA TACLOBAN**

Signature (Sign inside the box)


04/18/2024

Date Accomplished



MARK J. RATILLA

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **14 MAY 2024**,

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU Chief 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:** 15 September 2022– present
- **Position:** Assistant Professor III
- **Name of Office/Unit:** Department of Business and Management
- **Immediate Supervisor:** Moises Neil V. Serio
- **Name of Agency/Organization and Location:** Visayas State University, Baybay City, Leyte, 6521, Philippines
- **List of Accomplishments and Contributions (if any)**
  - Planned and delivered lectures, discussions, and other instructional activities
  - Implemented innovative teaching strategies for undergraduate and graduate students
  - Participated in professional development activities, such as workshops and conferences, to stay current with best practices in teaching and learning.
  - Conduct consumer behavior and marketing research and publish research outputs in Scopus and Web of Science-indexed journals
- **Summary of Actual Duties**
  - Conducted instruction, research, and extension activities
  - Publish research outputs in reputable journals
  - Conduct extension activities by offering educational support services to the marginalized in society
  
- **Duration:** 1 July 2014 – 15 September 2022
- **Position:** Assistant Professor I
- **Name of Office/Unit:** Department of Business and Management
- **Immediate Supervisor:** Antonio P. Abamo
- **Name of Agency/Organization and Location:** Visayas State University, Baybay City, Leyte, 6521, Philippines
- **List of Accomplishments and Contributions (if any)**
  - Planned and delivered lectures, discussions, and other instructional activities
  - Implemented innovative teaching strategies for undergraduate and graduate students
  - Participated in professional development activities, such as workshops and conferences, to stay current with best practices in teaching and learning.
  - Participated in assessing MSEs' need and provided business and management assistance to MSEs in the communities
  - Conduct value chain research and market assessment of "karlang"
  - Conduct value chain research and market assessment of key commodities
  - Supervise data collection, encoding, analysis and prepares the research write-up
- **Summary of Actual Duties**
  - Conducted instruction, research, and extension activities



- **Duration: 3 February 2014 – 30 June 2019**
- **Position: Instructor I**
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte, 6521, Philippines
- List of Accomplishments and Contributions (if any)
  - Planned and delivered lectures, discussions, and other instructional activities
  - Implemented innovative teaching strategies for undergraduate and graduate students
  - Participated in professional development activities, such as workshops and conferences, to stay current with best practices in teaching and learning.
  - Participated in research and extension activities
- Summary of Actual Duties
  - Conducted instruction, research, and extension activities
  
- **Duration: 16 December 2013 – 2 February 2014**
- **Position: Part-time instructor**
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte, 6521, Philippines
- List of Accomplishments and Contributions (if any)
  - Developed course materials
  - Implemented innovative teaching strategies for undergraduate students
  - Participated in professional development activities, such as workshops and conferences, to stay current with best practices in teaching and learning.
- Summary of Actual Duties
  - Planning and delivering lectures, discussions, and other instructional activities in accordance with course objectives and curriculum guidelines.
  
- **Duration: 4 May 2013– 29 November 2013**
- **Position: Research Assistant**
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte, 6521, Philippines
- List of Accomplishments and Contributions (if any)
  - Collected and analyzed data using statistical software such as SPSS
  - Contributed to developing grant proposals by drafting literature reviews, methodology sections, and budgets.
  - Handled project documentation and prepared research project report
- Summary of Actual Duties
  - Carried out research-related tasks such as data collection and analysis, writing project reports, and documenting research project activities.



**MARK C. RATILLA**

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(Signature over Printed Name  
of Employee/Applicant)

Date: 18 April 2024