

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)

PERSONAL INFORMATION			
2. SURNAME	INSIK		
FIRST NAME	MARIA ROBELYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	AUREO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/29/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village KAN-IPA BAYBAY CITY Barangay City/Municipality LEYTE Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	57		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village KAN-IPA BAYBAY CITY Barangay City/Municipality LEYTE Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	121095803936		
12. PHILHEALTH NO.	13-000115138-0	19. TELEPHONE NO.	
13. SSS NO.		20. MOBILE NO.	09179640037
4. TIN NO.	249-525-022	21. E-MAIL ADDRESS (if any)	mrinsik.mri@gmail.com
5. AGENCY EMPLOYEE NO.			

I. FAMILY BACKGROUND			
2. SPOUSE'S SURNAME	INSIK	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ERWIN	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	BAUTISTA		
OCCUPATION	SALES REPRESENTATIVE		
EMPLOYER/BUSINESS NAME	INNOVET AGRIVENTURES , INC.		
BUSINESS ADDRESS	210 M.E. DIMASUAY ST. SAN NICOLAS BAY LAGUNA		
TELEPHONE NO.			
24. FATHER'S SURNAME	AUREO		
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	VALENZONA		
25. MOTHER'S MAIDEN NAME			
SURNAME	MANAGBANAG		
FIRST NAME	ELENA		
MIDDLE NAME	GODOY		

(Continue on separate sheet if necessary)

II. 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	BAYBAY NORTH ELEMENTARY SCHOOL	PRIMARY EDUCATION	JUNE 1992 MARCH 1998		1998		
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	AGRICULTURAL EDUCATION	JUNE 1998 MARCH 2002		2002	WITH HONORS	
VOCATIONAL / TRADE COURSE							
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	JUNE 2002 APRIL 2006		2006		
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	JUNE 2009 APRIL 2012		2012		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	November 9, 2020



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 9, 2020
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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		
	INTEGRATED CHEMISTS OF THE PHILIPPINES	0/0/2010	PRESENT		MEMBER
	Natural Products Society of the Philippines	0/0/2010	PRESENT		MEMBER
	Philippine Association of Chemistry Teachers	0/0/2010	PRESENT		MEMBER
	Philippine Society of Biotechnology and Molecular Biology	11/30/2018	PRESENT		MEMBER

(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**

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 9, 2020
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4. 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:

5. 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:

6. 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:

7. 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:  
Resignation due to change of address

8. 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:

9. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

10. 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:  
Are you a member of any indigenous group?  
  
Are you a person with disability?  
  
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:

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

NAME	ADDRESS	TEL. NO.
Prof. Candelario L. Calibo	DoPAC, Visayas State University	(053) 563-7747
Prof. Jacob Glenn F. Jansalin	DoPAC, Visayas State University	(053) 563-7747

2. 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.: P9792280A

Date/Place of Issuance: DECEMBER 3, 2018

mauriciof

Signature (Sign inside the box)  
November 9, 2020  
Date Accomplished

ID picture taken within the last 6 months  
4.5 cm. X 3.5 cm  
(passport size)  
  
Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 11/11/20, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN O. GUINOCOR  
VS. LEGAL OFFICER

Person Administering Oath



## 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: December 2017- present
- Position: Part-time Chemist
- Name of Office/Unit: CHEMLAB
- Immediate Supervisor: Dr. Blanchelaine Garcia
- Name of Agency/Organization and Location: JB FASTEST WATER TEST CO., ILOILO CITY

- Summary of Actual Duties

- Keeping laboratory in compliance with DOH, PRC and NRL standards.
- Helping with documentation for laboratory's application for ISO 17025-2017.
- Supervises laboratory activities.

- Duration: June 2015 – October 2016
- Position: Chemistry Instructor
- Name of Office/Unit: Department of Chemistry
- Immediate Supervisor: Aneline P. Tolones
- Name of Agency/Organization and Location: University of San Agustin, Iloilo City

- Duration: November 2008-November 2014
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Dr. Candelario L. Calibo, PhD.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Prepared course syllabi, lessons, and presentations for chemistry classes according to the syllabus.
- Prepared quizzes, examinations focusing on higher order thinking skills. Recorded scores, computed grades, and enter to the application provided by the institution.
- Technical Writing: Advised students with their theses' proposals, and manuscripts.
- Do other duties as assigned by the supervisor.

- Duration: March 2008-August 2008
- Position: Water Analyst
- Name of Office/Unit: Quality Assurance Laboratory
- Immediate Supervisor: Jim Asanza
- Name of Agency/Organization and Location: Specialty Pulp Manufacturing Inc., Hilapnitan.



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- Name of Office/Unit: Quality Assurance Laboratory
- Immediate Supervisor: Jim Asanza
- Name of Agency/Organization and Location: Specialty Pulp Manufacturing Inc., Hilapnitan, Baybay City, Leyte

- Summary of Actual Duties

- Carried out analyses on the wash water and effluent of the plant.
- Reported results on the water analyses conducted.
- Supported PCO on resolving pollution issues related to the company's operations.

- Duration: November 2006-March 2008
- Position: Quality Assurance Analyst
- Name of Office/Unit: Quality Assurance Laboratory
- Immediate Supervisor: Charisse Villalobos
- Name of Agency/Organization and Location: Universal Robina Corporation-Universal Corn Products, Pasig City, Metro Manila

- Summary of Actual Duties

- Performed analyses on the raw materials and finished feed products according to the specifications.
- Submitted and emailed reports to the QA Head.

  
MARIA ROBELYN/A. INSIK

(Signature over Printed Name  
of Employee/Applicant)

Date: August 15, 2020