

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	Estrosas		
FIRST NAME	Maria Fatima	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Bohol		
3. DATE OF BIRTH (mm/dd/yyyy)	03/10/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay City	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:
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	Purok Sunflower
7. HEIGHT (m)	1.5	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	52kg		Subdivision/Village Barangay
9. BLOOD TYPE	"B" rh positive		Baybay City Leyte
10. GSIS ID NO.	2005203341		City/Municipality Province
11. PAG-IBIG ID NO.	917174381669		
12. PHILHEALTH NO.	13-252156584-9	18. PERMANENT ADDRESS	Purok Sunflower
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	492 732 533		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	N/A		Baybay City Leyte
19. TELEPHONE NO.	N/A		City/Municipality Province
20. MOBILE NO.	09686907197		
21. E-MAIL ADDRESS (if any)	mfestrosas@vsu.edu.ph		

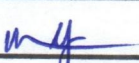
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Chavez	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Stephen James	Ryo Uno E. Chavez	29/04/2021
MIDDLE NAME	Martinez		
OCCUPATION	Programmer		
EMPLOYER/BUSINESS NAME	CodEv		
BUSINESS ADDRESS	Cebu City		
TELEPHONE NO.	9173148725		
24. FATHER'S SURNAME	Estrosas		
FIRST NAME	Lucio	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	Escol		
25. MOTHER'S MAIDEN NAME			
SURNAME	Bohol		
FIRST NAME	Ida		
MIDDLE NAME	Merin		

(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	MARCOS ELEMENTARY SCHOOL	N/A	22/06/1905	26/06/1905	N/A	N/A	1ST HONOR
SECONDARY	SAN. AGUSTIN ELEMENTARY SCHOOL	N/A	26/06/1905	28/06/1905	N/A	2006	4TH HONOR
VOCATIONAL / TRADE COURSE	BUNGA NATIONAL HIGH SCHOOL	N/A	28/06/1905	02/07/1905	N/A	2010	9TH HONOR
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	02/07/1905	08/07/1905	N/A	2016	N/A


SIGNATURE		DATE	June 15, 2023
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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]

SIGNATURE		DATE	June 15, 2023
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

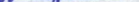
## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

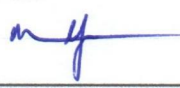
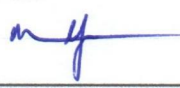
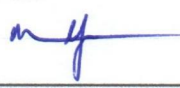






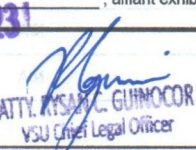
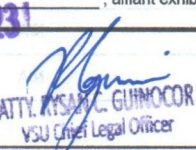
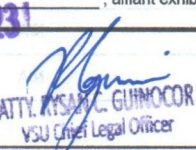
(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER SKILLS	N/A	WOMEN ASSOCIATION (FoWARD)
DATA ANALYSIS	N/A	Administrative Personnel Association
RESEARCH	N/A	
BROADCASTING	N/A	
READING	N/A	
COOKING	N/A	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 15, 2023
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. MONINA ESCALADA</td><td>VISCA BAYBAY CITY LEYTE</td><td>9189239657</td></tr><tr><td>PROF. EFREN SAZ</td><td>BILIRAN PROVINCE</td><td>9465999890</td></tr><tr><td>DR. ANTONIO P. ABAMO</td><td>VISCA BAYBAY CITY LEYTE</td><td>9209835693</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. MONINA ESCALADA	VISCA BAYBAY CITY LEYTE	9189239657	PROF. EFREN SAZ	BILIRAN PROVINCE	9465999890	DR. ANTONIO P. ABAMO	VISCA BAYBAY CITY LEYTE	9209835693
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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.													
<table><tr><td>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government issued ID: <b>VOTERS ID</b></td></tr><tr><td>ID/License/Passport No.: <b>3708-0221A</b></td></tr><tr><td>Date/Place of Issuance: <b>BAYBAY CITY LEYTE</b></td></tr></table>	Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government issued ID: <b>VOTERS ID</b>	ID/License/Passport No.: <b>3708-0221A</b>	Date/Place of Issuance: <b>BAYBAY CITY LEYTE</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>June 15, 2023</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>June 15, 2023</b>	Date Accomplished				
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 Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <b>12 JUL 2023</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> <b>ATTY. MISA C. GUINOCOR</b> YSU Chief Legal Officer Person Administering Oath</td></tr></table>		 <b>ATTY. MISA C. GUINOCOR</b> YSU 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: April 17, 2017 – present
- Position: Science Aide
- Name of Office/Unit: OVPREI – Extension Office
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Extension DDRC
  - Monitor and Evaluate Extension Projects
  - Packaged Extension training guidelines and Manuals
  - Packaged Extension IEC Materials
  - Keep Records of quarterly reports and accomplishment reports of extension activities
  - Designed Extension Manual (BOR Approved 2018)
  - Production of extension UGMAD Awards Video stories
  - Layout programs, invitations, certificates for FFD and extension training workshop activities
  - Facilitate the Annual FFD and the Search for UGMAD awards
  - Facilitate trainings and Exhibits
  - Assist and keep records of the annual RDE In-House Review
  - Monitor and Review Faculty workloads
- Summary of Actual Duties
  - Monitors and consolidates all VSU funded extension projects' targets and accomplishments for integration and submission to OVPRG
  - Monitor and prepare communications and other documents for extension projects of the university
  - Assist in the putting up of Exhibits, Agro-Trade Fairs and other related activities
  - Assists in facilitating the Farmers & Fishers' Day & Flower and Garden Show
  - Assists in the conduct of training programs coordinated by OVPRE
  - Assist in the conduct of R&DE In-House Reviews
  - Monitor/Review Workloads of Faculty and Staff involved in Extension Activities
  - Performs other tasks assigned by superiors

- Duration: January 1, 2017 – April 15, 2017
- Position: SRA Extension Publication
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Designed Extension Manual (To be approved by BOR)

- Designed Extension Brochures
- Putting up of Exhibits, Agro-Trade Fairs and other related activities
- Summary of Actual Duties
  - Take Charge in the preparation/production, editing and circulating of R&E publication/Highlights
  - Coordinates and keeps record of all activities and projects of Extension Communicators Group
  - Documents and Facilitates in – In House Review, trainings, seminar-workshops, symposia
  - Assist the Director in coordinating the implementation of the IEC component of special programs
  - Does the task that may be assigned by the superior
- Duration: September 1, 2016 – December 2016
- Position: Data Encoder
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Designed the Institutional Portfolio of AREA V (Extension, Consultancy and Linkages) during the Institutional accreditation (AACCUP)
  - Gather documents for the Institutional Accreditation
- Summary of Actual Duties
  - To encode data gathered in preparations for Institutional Accreditation (2<sup>nd</sup> round) by AACCUP
  - To complete the gathered documents systematically, to makes them presentable and easily accessible to the accreditors/ evaluators during the actual evaluation and,
  - To do another task related to AACCUP Institutional Accreditation (2<sup>nd</sup> round)

  
**MARIA FATIMA B. ESTROSAS**

(Signature over Printed Name  
Of Employee/Applicant)

Date: June 15, 2023