

## 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	BAÑOC		
FIRST NAME	ELMERA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	YBAÑEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	01/20/1979	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	Javier, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Waling-waling House/Block/Lot No. Street Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.5 m	ZIP CODE	6521
8. WEIGHT (kg)	62 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Waling-waling House/Block/Lot No. Street Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	2004708382	ZIP CODE	6521
11. PAG-IBIG ID NO.	121038171133		
12. PHILHEALTH NO.	19-089618061-8		
13. SSS NO.	33-6146674-6	19. TELEPHONE NO.	053-5637458
14. TIN NO.	208-490-296	20. MOBILE NO.	09308047990
15. AGENCY EMPLOYEE NO.	V00887	21. E-MAIL ADDRESS (if any)	elmera.banoc@vsu.edu.ph

## II. FAMILY BACKGROUND

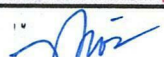
22. SPOUSE'S SURNAME	BANOC		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDWIN	NAME EXTENSION (JR., SR)	Kyle Anthony Y. Bañoc	13/08/2002
MIDDLE NAME	JURADO		Shane Marie Y. Bañoc	09/07/2005
OCCUPATION	STOCKMAN			
EMPLOYER/BUSINESS NAME	MASSIVE SALES			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YBAÑEZ			
FIRST NAME	VIRILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FEBRIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PESCADERO			
FIRST NAME	EPIFANIA			
MIDDLE NAME	DATULAYTA			

(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	Binulho Elementary School	Primary Education	1986	1992		1992	Valedictorian
SECONDARY	Javier National High School	High School	1992	1996		1996	Valedictorian
COLLEGE	Visayas State University	Bachelor of Science in Development Communication major in Dev't Journalism	1996	2000		2000	College Honors
GRDUATE STUDIES	Visayas State University	Master of Science in Language Teaching	2011	2018		2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/16/2024
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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
	SubProfessional	83.10%	11/08/1998	Divine Word University, Tacloban City	96-250755	11/25/1998
	Professional	82.13%	03/13/2022	Tacloban City		

V. WORK EXPERIENCE

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

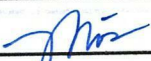
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SIGNATURE		DATE	10/16/2024
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*[Handwritten signature]*

10/16/2024



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			
	VSU Credit Cooperative	April 1, 2015	Present		Member	
	Kabalikat Civicom	June 1, 2009	Present		Member	
	Administrative Personnel Association (AdPA)	July 1, 2019	Present		Secretary	
(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			
	Attend GAD Convention, Planning and Budgeting	10/09/2024	10/11/2024	32	Managerial	VSU
	Training on IEC production, Management, and Dissemination	07/18/2024	07/19/2024	16	Technical	VICARP-PCAARRD
	Agri-Aqua Innovation Pitch Fest	08/15/2024	08/16/2024	16	Technical	PCAARRD
	PASUC Convention	07/15/2024	07/17/2024	24	Managerial	VSU
	Financial Management Training	11/15/2023	11/17/2023	24	Managerial	VICARP-PCAARRD
	Rootcrops FIESTA Post Assessment and Evaluation	05/13/2024	05/14/2024	16	Managerial	VICARP-WESVAARRDEC
	Promoting Science and Technology (S&T) through Exhibits: Planning and Managing S&T Exhibits and Bazaar	03/05/2024	03/08/2024	32	Technical	PCAARRD
	National Convention for Government Employees	12/04/2023	12/08/2023	40	Managerial	VSU
	First RAISE Technology Promotion and Mentorship Series	05/15/2023	05/19/2023	40	Managerial	VICARP-VSU
	Applied Communication Expert (ACE)	05/01/2022	08/26/2022	960	Managerial/Tech	PCAARRD-RDA, South Korea
	Communication Planning Training for PCAARRD RSCCs	10/12/2022	10/14/2022	24	Managerial/Tech	PCAARRD
	Training on Communication Planning for Improved R and storytelling	10/12/2022	10/14/2022	24	Managerial/Tech	PCAARRD
	Training on Technical Writing	29/05/2019	31/05/2019	16	Technical	DILG Cebu Province
	First International Conference on Interdisciplinary Research	11/04/2019	13/04/2019	24	Technical	COLEGIO DE SAN JUAN DE LETRAN
	Workshop on Proposal writing for FIESTA clustering	15/05/2019	16/05/2019	16	Technical	PCAARRD
	Training Course on Research & Development (R & D.) Project Implementation Management	04/09/2018	07/09/2018	24	Technical	VICARP-VSU
	Training on Knowledge Management	21/03/2018	23/03/2018	24	Technical	PCAARRD
	International Training on KM in Agriculture for small-scale farmers	08/05/2017	12/05/2017	40	Technical	PCAARRD
	Making a difference through celebrations: A knowledge Session on Corporate Event Mangement	20/04/2017	21/04/2017	16	Technical	PCAARRD
	Training on Knowledge Management	20/02/2017	24/02/2017	40	Technical	PCAARRD
	28 <sup>th</sup> Regional RDE Symposium	12/07/2016	12/08/2016	16	Technical	VICAARP-RRDEN-VSU
	Training /Workshop on Writing, Reviewing Research Papers for Peer-Reviewed Publications	10/03/2016	10/05/2016	24	Technical	VICAARP-VSU
	Training on how to Format and Present RDE Papers, and How to Make a Scientific Paper	09/15/2016	09/16/2016	16	Technical	VICAARP-VSU
	Seminar on the Philippine Technology Transfer Act of 2009 and the DOST Intellectual Property Policies for VSU researchers	09/15/2016	09/15/2016	8	Technical	VSU, DOST
	2016 PACE National Conference & General Assembly	06/01/2016	06/03/2016	36	Technical	VSU-DEVCOM
	Training on Event Management	04/12/2016	04/15/2016	24	Technical	PCAARRD
	Training /Workshop on Simple Bookkeeping, costing and prining	06/04/2015	06/05/2015	16	Technical	VSU-ViCARP
	26th Joint ViCARP-RRDEN Regional Symposium	03/17/2015	03/18/2015	16	Technical	VSU-ViCARP
	Planning Workshop on Yamang Lupa Program, Tacloban City	10/01/2014	10/01/2014	8	Technical	DA-RFO8
(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)	
	Coordination & facilitation		Outstanding Administrative Staff, 2007 at Philadelphia High School, Manila		VSU Credit Cooperative	
	Word Processing		TOP NOTCHER-in the post-test conducted after the one-day PRIME-HRM Orientation last August 3-29, 2019		ADPA	
	Lay-outing		Best Education Research Assistant I, 2023, VSU, Baybay City, Leyte		KABALIKAT CIVICOM	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	10/16/24	



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

If YES, give details:  
\_\_\_\_\_

☐ 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.
Dr. Jose L. Bacusmo	VSU, Visca, Baybay City, Leyte	9192136283
Dr. Antonio P. Abamo	VSU, Visca, Baybay City, Leyte	9209835693
Dr. Pauline S. Caintic	Baybay City, Leyte	9476292723

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.



ELMERA Y. BAÑOC




Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V0087

Date/Place of Issuance: APRIL 2015



Signature (Sign inside the box)

10/16/2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 18 OCT 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN 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.

### Information Officer III

- Duration: October 16, 2024 – present
- Position: Information Officer III
- Name of Office/Unit: University Integrated Media Center
- Immediate Supervisor: Dr. Uldarico B. Alviola
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
  -

### Science Research Specialist 1

- Duration: September 8, 2023 to October 15, 2024
- Position: Science Research Specialist 1
- Name of Office/Unit: Extension Office
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Took the lead in the packaging of the ViCARP Accomplishment Report as entry for UGNAY Award
  - Handled 3 non-R and Projects
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support extension office; assists in the coordination of applied communication activities; acts as the focal person for the monitoring and evaluation of the extension projects; produces publication of knowledge products and technologies generated of the university; performs other duties assigned by the supervisors

### Education Research Assistant 1

- Duration: June 1, 2021 – September 7, 2023
- Position: Education Research Assistant 1
- Name of Office/Unit: Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Participated in the implementation of the quick response project to mitigate crisis brought by COVID-19 pandemic
  - Packaged Ugnay Award, resulted to garnered as the First Runner
  - Designed and developed proposals for funding



- Contributed in the process of ISO 9001:2015 certification
- Developed IEC materials
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support of consortium flagship programs; assists in the coordination of applied communication activities; acts as the recording secretary of the Region Eight Applied Communication Task Force (REACTF); assists the RCTU Coordinator in the monitoring and documentation of consortium activities/project; takes care of the Scientific Literature Services (SLS) of the consortium; updates the database of popularized R and D information; assists in the implementation of Technogabay in Region 8 and does other tasks the superiors may assign.

#### Science Research Assistant

- Duration: April 1, 2015 – May 31, 2021
- Position: Science Research Assistant (contractual)
- Name of Office/Unit: Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Participated in the implementation of the quick response project to mitigate crisis brought by COVID-19 pandemic
  - Packaged Ugnay Award, resulted to garnered as the First Runner
  - Designed and developed proposals for funding
  - Contributed in the process of ISO 9001:2015 certification
  - Developed IEC materials
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support of consortium flagship programs; assists in the coordination of applied communication activities; acts as the recording secretary of the Region Eight Applied Communication Task Force (REACTF); assists the RCTU Coordinator in the monitoring and documentation of consortium activities/project; takes care of the Scientific Literature Services (SLS) of the consortium; updates the database of popularized R and D information; assists in the implementation of Technogabay in Region 8 and does other tasks the superiors may assign.

Duration: March 2013 – March 2015

- Position: Project Technical Staff II
- Name of Office/Unit: Philippine Higher Education Network (PHERNet)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University (VSU)
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties

- Takes charge in the facilitation of communication, reports, travel documents and other related business transaction documents of the projects; assists in facilitating activities, packaging and consolidating required reports and training modules for the different components of the program; facilitates administrative and financial transactions and submission of related reports in coordination with Accounting Office staff; performs other related tasks assigned by superiors.

- Duration: March 2010 – December 2012
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research and Extension (OVPRE)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University (VSU)

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Wrote, edit and lay-out IEC materials for extension services; participated in the conduct of the Farmers and Fisherfolk's Day; performed other related tasks assigned by superiors.

- Duration: September 2008 – March 2010
- Position: Science Research Assistant
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Sciences (ITEEM)
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: Visayas State University (VSU)

- List of Accomplishments and Contributions (if any)

- Developed videos and designed manuals on Rainforestation

- Summary of Actual Duties

- Facilitated training and monitoring activities nationwide; in-charge of the production of the Rainforestation Manual; took charge of the video production on the steps and process of Rainforestation Farming.

  
ELMERA Y. BANOC

(Signature over Printed Name  
of Employee/Applicant)

Date: October 16, 2024