

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 ( ) ( ) 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

FIRST NAME

MIDDLE NAME

BALALA

LOTIS

MONSALES

NAME EXTENSION (JR., SR)

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

4. PLACE OF BIRTH

5. SEX

6. CIVIL STATUS

7. HEIGHT (m)

8. WEIGHT (kg)

9. BLOOD TYPE

10. GSIS ID NO.

11. PAG-IBIG ID NO.

12. PHILHEALTH NO.

13. SSS NO.

14. TIN NO.

15. AGENCY EMPLOYEE NO.

16. CITIZENSHIP

17. RESIDENTIAL ADDRESS

18. PERMANENT ADDRESS

19. TELEPHONE NO.

20. MOBILE NO.

21. E-MAIL ADDRESS (if any)

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

APARTMENT 26

House/Block/Lot No.

VISCA

Subdivision/Village

BAYBAY

City/Municipality

KILBOURNE

Street

PANGASUGAN

Barangay

LEYTE

Province

6521-A

APARTMENT 26

House/Block/Lot No.

VISCA

Subdivision/Village

BAYBAY

City/Municipality

KILBOURNE

Street

PANGASUGAN

Barangay

LEYTE

Province

6521-A

(053) 563-7434

09615162272;09331198396

balalalotis@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

BALALA

ARVIN

CABALLERO

GOVERNMENT EMPLOYEE

SOUTHERN LEYTE STATE UNIVERSITY

BONTOC, SOUTHERN LEYTE

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

DATE OF BIRTH (mm/dd/yyyy)

JOHN ARVIN M. BALALA

9/20/2004

PAUL ARVIN M. BALALA

7/24/2007

EASTER JOY M. BALALA

12/21/2009

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

MONSALES

PABLO

GESTA

ALIPOYO

GILDARDA

FLORES

(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

ILIGAN CITY CENTRAL SCHOOL

Primary Education

6/1/1981

3/30/1987

1987

N/A

SECONDARY

MINDANAO STATE UNIVERSITY-DEVELOPMENTAL HIGHSCHOOL

Secondary Education

6/1/1987

4/6/1991

1991

N/A

COLLEGE

CENTRAL MINDANAO UNIVERSITY

Doctor of Veterinary Medicine

6/15/1991

4/6/1997

1997

N/A

GRADUATE STUDIES

UNIVERSITY OF THE PHILIPPINES LOS BANOS

MASTER OF SCIENCE

6/15/2003

4/29/2006

2006

VSU/SEARCA

DOCTOR OF PHILOSOPHY

8/10/2017

8/6/2022

2022

DOST

SIGNATURE

DATE

October 5, 2022

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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
	CSC ELIGIBILITY FOR SUBPROFESSIONAL			MALAYBALAY, BUKIDNON		
	VETERINARY LICENSURE EXAMINATION		9/11/1997		0004856	

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	October 5, 2022
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	HOLY SPIRIT PARISH, VISCA, BAYBAY, LEYTE	1/1/2006	PRESENT	Ave. of 50 hrs/yr	Parishioner, voluntary service
	BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONAL	1/1/2000	PRESENT	Ave. of 60 hrs/yr	Member, civic activities
	VISCA EDUCATIONAL FOUNDATION, INC.	6/1/2015	6/30/2017	108.0	Member, BOD and treasurer/keep financial record of VEFI per fiscal year
	CITY RABIES CONTROL COMMITTEE	3/22/2022	3/22/2022	8.0	Technical staff/Rabies vaccination and educational campaign

**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]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Reading, cooking, playing badminton	N/A	PHIL. VETERINARY MEDICAL ASSOCIATION
		PHIL. SOCIETY FOR ANIMAL SCIENCE
		NATIONAL RESEARCH COUNCIL OF THE PHILIPPINES
		BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONAL
		PHIL. ONE HEALTH UNIVERSITY NETWORK
		PHIL. SOCIETY FOR MICROBIOLOGY

<b>SIGNATURE</b>		<b>DATE</b>	October 5, 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)?		<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>EUGENE B. LANADA</td><td>VISCA, BAYBAY, LEYTE</td><td>0950-0600-1078</td></tr><tr><td>EDGARDO E. TULIN</td><td>VISCA, BAYBAY, LEYTE</td><td>563-0001</td></tr><tr><td>SANTIAGO T. PENA, JR.</td><td>VISCA, BAYBAY, LEYTE</td><td>0950-0600-1078</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	EUGENE B. LANADA	VISCA, BAYBAY, LEYTE	0950-0600-1078	EDGARDO E. TULIN	VISCA, BAYBAY, LEYTE	563-0001	SANTIAGO T. PENA, JR.	VISCA, BAYBAY, LEYTE	0950-0600-1078				
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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 colspan="2">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:</td><td>PASSPORT</td></tr><tr><td>ID/License/Passport No.:</td><td>P5114735B</td></tr><tr><td>Date/Place of Issuance:</td><td>SAN PABLO CITY</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:	PASSPORT	ID/License/Passport No.:	P5114735B	Date/Place of Issuance:	SAN PABLO CITY	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">10/5/2022</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		10/5/2022		Date Accomplished	
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SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.																		
<table><tr><td colspan="2">ATTY. RYAN C. GUINOCOR</td></tr><tr><td colspan="2">VSO Chief Legal Officer</td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table>			ATTY. RYAN C. GUINOCOR		VSO 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: July 1, 2019 to present
- Position: Associate Professor III
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dean, CVM
- Name of Agency/Organization and Location:  
Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - a. Completed PhD Microbiology degree in 2021
  - b. Published articles in peer-reviewed journals
  - c. Submitted research proposal and acquired funds from VSU International Program
  - d. Submitted research proposal and acquired funds from DOST-NSTEP
  - e. Presented papers and posters in scientific conferences in the national and international arena
  - f. Acquired mobility and travel grants from Erasmus+ and SEAOHUN
  - g. Spearheaded extension activities on rabies vaccination and education
  - h. Served as article reviewer for *Annals of Tropical Research* and *Journal of Science, Engineering and Technology*
  - i. Served as technical evaluator research proposals submitted to NRCP
- Summary of Actual Duties
  - a. Perform administrative function
  - b. Teach undergraduate students
  - c. Supervise undergraduate research
  - d. Develop instructional materials and course syllabi
  - e. Make lessons and record students' performances
  - f. Serve as department head
  - g. Supervise faculty and staff under the department
  - h. Oversee diagnostic laboratory and other laboratory facilities in the department
  - i. Entertain clients
  - j. Submit evaluation and terminal reports
  - k. Publish articles



- Duration: July 1, 2017 to June 30, 2019
- Position: Associate Professor I
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dean, CVM
- Name of Agency/Organization and Location:  
Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - a. Obtained scholarship for PhD Microbiology degree
  - b. Published articles in peer-reviewed journals
  - c. Served as technical evaluator research proposals submitted to NRCP
  - d. Attended seminar-workshop and conferences

- Summary of Actual Duties
  - a. Submit semestral progress report to VSU
  - b. Accomplish academic requirements

- Duration: January 1, 2015 to December 3, 2016
- Position: Assistant Professor IV
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dean, CVM
- Name of Agency/Organization and Location:  
Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - a. Published articles in peer-reviewed journals
  - b. Presented papers and posters in scientific conferences in the regional and national for a
  - c. Completed locally funded research
  - d. Implemented extension program of the college

- Summary of Actual Duties
  - a. Perform administrative function
  - b. Teach undergraduate students
  - c. Supervise undergraduate research
  - d. Develop instructional materials and course syllabi
  - e. Make lessons and record students' performances
  - f. Serve as department head
  - g. Supervise faculty and staff under the department
  - h. Engage with stakeholders
  - i. Submit evaluation and terminal reports
  - j. Publish articles

- Duration: October 11, 2009 to December 31, 2014
- Position: Assistant Professor I-II
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dean, CVM
- Name of Agency/Organization and Location:  
Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - a. Attended trainings and conferences
  - b. Developed course syllabi and instructional materials
  - c. Participated in extension programs
- Summary of Actual Duties
  - a. Teach undergraduate students
  - b. Supervise undergraduate research
  - c. Develop instructional materials and course syllabi
  - d. Make lessons and record students' performances
  - e. Engage with stakeholders
- Duration: November 16, 1999 to November 30, 2009
- Position: Instructor I-II
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dean, CVM
- Name of Agency/Organization and Location:  
Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - d. Attended trainings and conferences
  - e. Developed course syllabi and instructional materials
  - f. Participated in extension programs
- Summary of Actual Duties
  - f. Teach undergraduate students
  - g. Supervise undergraduate research
  - h. Develop instructional materials and course syllabi
  - i. Make lessons and record students' performances
  - j. Engage with stakeholders





LOTIS M. BALALA

(Signature over Printed Name  
of Employee/Applicant)

Date: October 5, 2022