

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	ABIT			
FIRST NAME	MA. GWENETH	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MANACPO			
3. DATE OF BIRTH (mm/dd/yyyy)	09/22/1993	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 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines ▼	
7. HEIGHT (m)	1.55	ZIP CODE	VSU CAMPUS	
8. WEIGHT (kg)	52		House/Block/Lot No.	Street
9. BLOOD TYPE	B+		PANGASUGAN	
10. GSIS ID NO.	021-1819-7783-1		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	121216226534		BAYBAY	LEYTE
12. PHILHEALTH NO.	13-025244570-7	City/Municipality	Province	
13. SSS NO.		18. PERMANENT ADDRESS	6521	
14. TIN NO.	705-361-382	ZIP CODE	VSU CAMPUS	
15. AGENCY EMPLOYEE NO.	V-01035		House/Block/Lot No.	Street
19. TELEPHONE NO.	563-7716		PANGASUGAN	
20. MOBILE NO.	09423426753		Subdivision/Village	Barangay
21. E-MAIL ADDRESS (if any)	gwen.abit@vsu.edu.ph		BAYBAY	LEYTE
		City/Municipality	Province	
			6540	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ABIT			
FIRST NAME	RAUL	SR.		
MIDDLE NAME	LIBANAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANACPO			
FIRST NAME	BIENVENIDA			
MIDDLE NAME	RAMILO			

(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	VISCA FOUNDATION ELEMNETARY SCHOOL	PRIMARY EDUCATION	2000	2006		2006	
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2006	2010		2010	
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA		NA	
COLLEGE	VISAYAS STATE UNIVERSITY Campus) (Main	BACHECLOR OF SCIENCE IN AGRICULTURE	2010	2014		2014	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY Campus) (Main	MASTER OF SCIENCE IN AGRONOMY	2014	2016		2016	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/13/20

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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CE/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	AGRICULTURISTS' BOARD EXAMINATION	NA	JUNE 1-3, 2014	CEBU CITY	0013900	09/22/2020
	NC III- AGRI-CROP PRODUCTION	NA	NA	VSU CAMPUS, BAYBAY CITY, LEYTE	15080203005989	5/7/2020
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/13/20
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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		
938 STATION KABALIKAT CIVICOM BAYBAY CHAPTER	1/11/2018	Present	NA	NA
VSU-CC	1/11/2017	Present	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA

(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			
Writing papers for peer-reviews publication	January 14,202	January 17, 20	32hrs	NA	VICARP
Short course training and workshop on food value chain	October 7, 2019	Ocotber 11, 20	40hrs	NA	ASEAN
National Cooperative Testing Retooling	May 29, 2019	May 30, 2019	16hrs	NA	Philippine Rice Research Institute
2019 SUC-ACAP, inc. Annual Convention	May 22, 2019	May 24, 2019	24hrs	NA	VSU/ SUC-ACAP, IncN
Quality assurance and Compliance-Part 2	September 6, 2	September 7, 2	16hrs	NA	Quezon City/PALEU2019 suc
6th National Congress and 2018 Philippine Agriculturists' Summit with the theme "Climate Change Adaptation and Disaster Risk Reduction: Role of Philippine Agriculturists"	July 22, 2018	July 26, 2018	32hrs	NA	Philippine Association of Agriculturists
Ecological Research: Methods and data analysis	July 6, 2018	July 6, 2018	3hrs	NA	PhilRootCrops, Training hall, VSU, Baybay City, Leyte
Leadership seminar and values reorientation	February 24, 20	February 24, 20	8hrs	NA	VSU-CC, Visayas State University
OPSI sugarcane farm management training	02/20/2018	02/22/2018	24hrs	NA	Sugar Regulatory Administration
Echo seminar-workshop on the 1st association of education researchers and trainers (ASSERT) national convention on outcome-based education	7/2/2018	7/2/2018	8hrs	NA	Visayas State University
Intellectual property foundation course	5/12/2017	6/12/2017	16hrs	NA	Visayas State University
Seed production and management training.	7/7/2015	10/7/2015	24hrs	NA	Food and Agriculture Organization of the United Nations.
Skills development in animal production, slaughtering operation and cultural management practices of different agronomic and horticultural crops.			200hrs	NA	Visayas State University
Training on rice and rice-based technologies for areas affected by super-typhoon Yolanda	05/20/2014	05/27/2014	56hrs	NA	Philippine Rice Research Institute
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA

(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)
INITIATIVE	NA	Philippine Alliance for Laboratory Equipment Users
GOOD SPEAKING AND WRITING SKILLS	NA	Crop Science Society of the Philippines Inc.
DEPENDABLE	NA	Philippine Association of Agriculturists, Inc.
COMPUTER LITERATE	NA	NA
FLUENTLY SPEAKS ENGLISH, FILIPINO, CEBUANO AND WARAY-WARAY	NA	NA
NA	NA	NA
NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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: _____

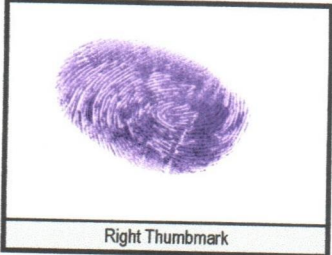
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
VICOTR B. ASIO	VISAYAS STATE UNIVERSITY	9176341438
BERTA C. RATILLA	VISAYAS STATE UNIVERSITY	9169724921
RUTH O. ESCASINAS	VISAYAS STATE UNIVERSITY	9064140686
42. I declare under oath that 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.		



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PRC
ID/License/Passport No.:	0020362
Date/Place of Issuance:	06/25/2014-TACLOBAN CITY

Signature (Sign inside the box)	
01/13/2020	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 1-1 DEC 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSULEGAL OFFICER
Person Administering Oath

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: August 4, 2017 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Agronomy-Visayas State University
- Immediate Supervisor: Ulysses A. Cagasan
- Name of Agency/Organization and Location: Department of Agronomy-Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Assisted the project on "Season long promotion of VSU low cost rice production technology" cum farmer field school (FSS)
 - Coordinated Agronomy classes
 - Conducted laboratory and lecture classes, quizzes, long exams, term exams and practical exams
 - Handled and supervised Thesis Advisees'
 - Chairmanship and membership of different department committees
 - Computed and submitted grades
- Summary of Actual Duties
 - Responsible in conducting classes, quizzes, long exams, term exams and practical exams. Revising course syllabi, and table of specifications. Submitting of midterm and final grades of students. Conducting research of the department.



MA. GWENETH M. ABIT

(Signature over Printed Name
of Employee/Applicant)

Date: 07/21/2020