

# 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	CINCO			
FIRST NAME	MARK ANTHONY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TABUNAN	N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	12/08/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	HINUNANGAN, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	N/A	
7. HEIGHT (m)	1.64	ZIP CODE	N/A	
8. WEIGHT (kg)	84		House/Block/Lot No.	Street
9. BLOOD TYPE	B+		N/A	SANTO NIÑO 1
10. GSIS ID NO.	N/A		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1212-5753-0097		HINUNANGAN	SOUTHERN LEYTE
12. PHILHEALTH NO.	1325-1630-8188	City/Municipality	Province	
13. SSS NO.	34-8707651	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	610-137-044	ZIP CODE	N/A	
15. AGENCY EMPLOYEE NO.	N/A		House/Block/Lot No.	Street
			N/A	SANTO NIÑO 1
			Subdivision/Village	Barangay
			HINUNANGAN	SOUTHERN LEYTE
		City/Municipality	Province	
			6608	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09070574197	
		21. E-MAIL ADDRESS (if any)	mark.cinco@vsu.edu.ph	

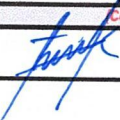
## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A	N/A	N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CINCO		N/A	N/A
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	CAMAHALAN	N/A	N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	TABUNAN		N/A	N/A
FIRST NAME	ARLYN		N/A	N/A
MIDDLE NAME	USARES		(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	OTAMA ELEMENTARY SCHOOL	N/A	06/01/2008	03/30/2010	N/A	2010	8TH HONOR
SECONDARY	HOLY ROSARY ACADEMY INC.	N/A	06/01/2010	03/30/2014	N/A	2014	EEC SCHOLAR
VOCATIONAL / TRADE COURSE	TESDA	RICE MACHINERY OPERATION	05/26/2024	07/02/2024	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS AGRICULTURE MAJOR IN PLANT BREEDING	01/01/2016	06/30/2019	N/A	2019	DA BIOTEH SCHOLAR
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN HORTICULTURE	01/01/2023	Present	24 Units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 27, 2025
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	HINGYAP PH	02/06/2021	02/07/2021	16 HOURS	Volunteer in the campaign of DOH for the vaccination of polio and tigdás at Palo, Leyte
	KABALIKAT CIVICOM	07/22/2021	PRESENT	N/A	Action officer and communicator

(Continue on separate sheet if necessary)

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


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			
	Climate Change Adaptation Technology, Mitagation Techniques, and Management Seminar	11/19/2016	11/19/2016	4	✓	VSU Chemical Society
	SEARCA Regional Profesorial Chair Lecture on Microbial-induced Mobilizationof Micronutrients in Soil for Increased Yield and Improved Nutritional Quality of Sweetpotato and Purple Yam	03/20/2018	03/20/2018	4	✓	Visayas State University Main Campus
	Training-Seminar on Disaster Preparedness	04/21/2018	04/21/2018	4	✓	Visayas State University Main Campus
	ABE Talks: Postharvest Operations and Losses on Major Crops in the Philippines	10/29/2018	10/29/2018	4	✓	Philippine Society of Agricultural and Biosystem Engineers
	Region 8 Summit on Biochar: How to Increase Agricultural Yield and Improved Climate Change	11/13/2018	11/13/2018	3	✓	Ormoc City Agriculture Office
	Capability Building for 4H Scholars: Training on Aquaponics Technology	12/12/2018	12/16/2018	40	✓	Agricultural Training Institute-Regional Training Center VII
	Laboratory Apprenticeship	06/27/2018	07/10/2018	80	✓	National Abaca Research Center
	Training on Identification of Proper And Complete Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	8	✓	VSU SPPMIS
	RE-ECO SEMINAR-STATISTICAL TOOLS FOR PLANT BREEDING RESEARCH	08/10/2022	08/10/2022	4	✓	Association of Plant Breeding Majors
	Training on Makapuno Embryo Culture Technology for VSU Faculty and Staff	09/08/2022	09/09/2022	16	✓	National Coconut Research Center
	Industry and Producer- Driven Sweetpotato Research: Past Experience, Current Trends, Future Outlook	10/04/2022	10/04/2022	4	✓	PhilRootCrops
	2-Day Entrepreneurial Bootcamp of the VSU-DA-BAR Technology Business Incubator	10/26/2022	10/27/2022	16	✓	VSU-TBI
	34th Joint VICARP and RRDEN Regional Research, Development and Extension Symposium	11/17/2022	11/18/2022	16	✓	VICARP/RRDEN
	One-day Seminar-Workshop on Development of University Policy on Landslide Risk Mitagation for Upper Dormitory Residents in Visayas State University	03/04/2023	03/04/2023	8	✓	VSU-DeCSO
	Regional Crop Biotechnology Symposium	3/16/2023	3/16/2023	8	✓	DA-Crop Biotechnology
	Training on Plant Tissue Culture Techniques, Laboratory Operation, Management and Shoot Tip Culture of Abaca and Selected Crops	3/20/2023	3/23/2023	40	✓	National Abaca Research Center
	Integrating Genomics and High-Throughput Phenotyping in Wheat Breeding at Intergrain	5/17/2023	5/17/2023	2	✓	Association of Plant Breeding Majors/PhilRootcrops
	Challenges in Horticultural Foods Safety and Trade: From MRL's to Microbes to Mycotoxins	5/18/2023	5/18/2023	3	✓	ACIAR GAP

(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)
Driving	N/A	KABALIKAT CIVICOM 938 STATION
Photography		KNIGHTS OF COLUMBUS
Microsoft office tools		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 27, 2025
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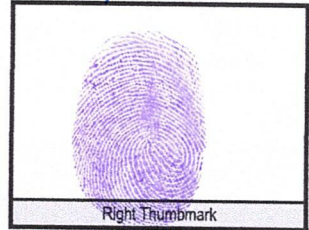
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (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.
JOSE L. BACUSMO	BRGY. STA. CRUZ, BAYBAY	9686906880
FEDERICO GODOY	VSU, BAYBAY	9754481699
LUZ O. MORENO	VSU, BAYBAY	9481383575

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.



CINCO, MARK ANTHONY T.



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>DRIVE'S LISENCE</b>
ID/License/Passport No.: <b>H12-19-001151</b>
Date/Place of Issuance: <b>06/11/2023/ Baybay City</b>

Signature (Sign inside the box)
Date Accomplished

SUBSCRIBED AND SWORN to before me this 23 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. KAREN ABIGAIL S. MONTERON**  
VSU Director, Legal Affairs and Services  
\_\_\_\_\_  
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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: August 1, 2022 – Present
- Position: Science Research Assistant
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Luz O. Moreno
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Performs abaca breeding activities e. g. selection of parental materials, monitoring of flowering, hybridization, seed collection, seed germination, and care & maintenance of hybrid seedlings in seed boxes
  - Performs evaluation activities in single plant and two-row non-replicated trials.
  - Performs field operations and supervision of laborers in land preparation, preparation of planting materials and lay-outing, etc
  - Gathers research data, encodes to computer and analyzes data.
  - Makes study report (Midyear, annual and In-house reports).
  - Others: serves as resource person on techniques in artificial hybridization of abaca.

  
MARK ANTHONY T. CINCO

(Signature over Printed Name  
of Employee/Applicant)

Date: JUNE 16, 2025