

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	OMPOD		
FIRST NAME	GERALD	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MATAG-OB, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	NARRA COTTAGE House/Block/Lot No. Street VSU LOWER CAMPUS PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.69	ZIP CODE	6521
8. WEIGHT (kg)	73		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street TRU-CUT STO. ROSARIO Subdivision/Village Barangay MATAG-OB LEYTE City/Municipality Province
10. GSIS ID NO.	2006371372	ZIP CODE	6532
11. PAG-IBIG ID NO.	121277743499		
12. PHILHEALTH NO.	13-252631049-0		
13. SSS NO.	34-9995744-4	19. TELEPHONE NO.	N/A
14. TIN NO.	605-418-859-000	20. MOBILE NO.	0950-840-1065
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	gerald.ompod@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
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	OMPOD		
FIRST NAME	ROME	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TORILLAS		
25. MOTHER'S MAIDEN NAME			
SURNAME	DECIO		
FIRST NAME	MICHELLE		
MIDDLE NAME	MORE		

(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	SAN VICENTE ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	2004	2010	N/A	2010	VALEDICTORIAN
SECONDARY	MATAG-OB NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2010	2014	N/A	2014	1ST HONORABLE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	2014	2019	N/A	2019	POST SCHOLAR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	July 28, 2025
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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		
N/A		N/A	N/A	N/A	N/A

(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			
	Enhancement Training-Workshop on Outcome-Based Education (OBE) Implementation	09/07/2024	10/12/2024	32	Technical	Visayas State University - Faculty of Engineering
	3rd PSABE-8 Regional Convention	03/13/2024	03/14/2024	16	Technical	PSABE-8
	HEI/SUC National Consultative Meeting of the Agricultural and Fisheries Mechanization Research, Development and Extension Network (AFMechRDEN)	11/28/2023	11/29/2023	12	Consultative Meeting	Philippine Center for Postharvest Development & Mechanization
	Rice Machineries Operation Training for ABE Faculty and Laboratory Technicians	10/23/2023	10/27/2023	40	Technical	Visayas State University
	Faculty On-Boarding 2023	08/16/2023	08/17/2023	16	Technical	Visayas State University
	CET Curriculum Review 2023	08/07/2023	08/08/2023	16	Technical	College of Engineering & Technology - VSU
	2nd PSABE-8 Regional Convention	02/02/2023	02/03/2023	16	Technical	PSABE-8/ VSU-DABE
	Supplemental Review for ABE Licensure Examination 2022 (RESOURCE PERSON)	06/18/2022	06/19/2022	16	Technical	VSU - University Review Services / VSU - Department of Agricultural and Biosystems
	Training of Trainers on the Operation and Maintenance of Rice Machiner	04/18/2022	04/22/2022	40	Technical	Philippine Center for Postharvest Development & Mechanization
	1st PSABE Visayas-Wide Convention	12/01/2021	12/02/2021	16	Technical	Philippine Society of Agricultural and Biosystems Engineers
	CPD Webinar Series for ABEs: "Updates on CPD Implementing Guidelines"	11/16/2021	11/16/2021	8	Technical	CPD Council of Agricultural and Biosystems Engineering
	ISO 9001:2015 Awareness and Re-awareness Webinar	09/10/2021	09/10/2021	4	Technical	Visayas State University
	Visayas Energy Investment IEC "Diskarteng Enerhiya, Mura Na, Matipid Pa"	09/08/2021	09/08/2021	8	Technical	Department of Energy

(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)
	Computer Literate (MS Word, MS Excel, MS Powerpoint, etc.)		N/A		Philippine Society of Agricultural and Biosystems Engineers
	Structure Design using Computer-Aided Drafting (AutoCAD)				
	Photoshop Editing				
	Reading Books				
	Playing Basketball				
	Singing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 28, 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)?

☐ 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

☐ 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

☐ 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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. BAYRON S. BARREDO	TACLOBAN CITY, LEYTE	0951 511 2133
DR. ROBERTO C. GUARTE	BAYBAY CITY, LEYTE	0999 172 3334
ENGR. JESSIE JAMES LAYAN	BAYBAY CITY, LEYTE	0919 612 9545

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.

GERALD D. OMPOD

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

ID/License/Passport No.: 0010522

Date/Place of Issuance: 12/10/2019 ORMOC CITY

Signature (Sign inside the box)

July 28, 2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 17 5 AUG 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON

VSU Director, Legal Affairs and Services

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: August 03, 2023 – Present
- Position: Instructor 1 (Temporary-Regular)
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Nilo L. Leorna
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
  - Prepare learning materials for the classes assigned.
  - Conduct classes as scheduled, and/or make-up classes in case of absence or officially declared class suspensions,
  - Employ varied teaching strategies to enhance the student learning,
  - Maintain an updated and orderly class record of all classes handled,
  - Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
  - Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
  - Attend to student queries and other class-related concerns even outside class hours,
  - Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
- Duration: September 23, 2021 – June 23, 2023
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
  - Prepare learning materials for the classes assigned.
  - Conduct classes as scheduled, and/or make-up classes in case of absence or officially declared class suspensions,
  - Employ varied teaching strategies to enhance the student learning,
  - Maintain an updated and orderly class record of all classes handled,
  - Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
  - Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
  - Attend to student queries and other class-related concerns even outside class hours,
  - Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
  - Pass clearance at the end of semester.

  
GERALD D. OMPOD

(Signature over Printed Name  
of Employee/Applicant)

Date: July 31, 2025