

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 BEATRICE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANACPO		
3. DATE OF BIRTH (mm/dd/yyyy)	02/25/1995	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	WESTERN LEYTE PROVINCIAL HOSPITAL BAYBAY CITY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street ZONE 2 BRGY. SALVACION Subdivision/Village Barangay DULAG LEYTE City/Municipality Province
7. HEIGHT (m)	1.54	ZIP CODE	6505
8. WEIGHT (kg)	68	18. PERMANENT ADDRESS	House/Block/Lot No. Street ZONE 2 BRGY. SALVACION Subdivision/Village Barangay DULAG LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6505
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121155087795	20. MOBILE NO.	0925 835 0772/0961 886 5265
12. PHILHEALTH NO.	13-250360453-5	21. E-MAIL ADDRESS (if any)	beatrice.abit@gmail.com
13. SSS NO.	34-5402679-2		
14. TIN NO.	323-436-014-00000		
15. AGENCY EMPLOYEE NO.	N/A		

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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ABIT			
FIRST NAME	RAUL			
MIDDLE NAME	LIBANAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANACPO			
FIRST NAME	BIENVENIDA			
MIDDLE NAME	RELLESIBA			

(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 ELEMENTARY SCHOOL		2001	2007		2007	WITH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY - LABORATORY HIGH SCHOOL		2007	2011		2011	WITH HONORS
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF SCIENCE IN STATISTICS	2011	2015		2015	
GRADUATE STUDIES	DR. VICENTE ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION, INC.	JURIS DOCTOR	2019	2023		2023	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7-15-25	CS FORM 212 (Revised 2017), Page 1 of 4
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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				

(Continue on separate sheet if necessary)

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

[illegible]





(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)
	RANK 5, NATIONWIDE TRAINING ON COCONUT AGRO-TECHNOLOGIES, PCA PROGRAMS AND PROJECTS AND PROJECT MONITORING AND EVALUATION FOR COCONUT DEVELOPMENT OFFICERS, FOURTH BATCH, 2019	N/A
	PANELIST, PAPER PRESENTATION OF POLITICAL SCIENCE STUDENTS IV OF THE UNIVERSITY OF THE PHILIPPINES - VISAYAS TACLOBAN COLLEGE, 2018	
	RESOURCE SPEAKER DURING THE 2025 NATIONAL WOMEN'S MONTH CELEBRATION AT GABAS INTEGRATED SCHOOL, BAYBAY CITY, LEYTE, MARCH 20, 2025	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7-15-25	CS FORM 212 (Revised 2017), Page 3 of 4
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Resignation from previous employment _____	
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.
Dr. Quenstein D. Lauzon	Visayas State University - Tolosa Campus	09941978953
Dr. Norberto E. Milla	Visayas State University, Visca, Baybay, Leyte	09358590890
Ms. Roselyn C. Hundangan	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY, LEYTE	09302127317
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.		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: Driver's License ID/License/Passport No.: H12-18-003480 Date/Place of Issuance: 11/19/2018/Baybay City, Leyte	<div> Signature (Sign inside the box) 7-15-25 Date Accomplished</div>	<div> MA. BEATRICE M. ABIT  Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this 16 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.		
<div> ATTY. KAREN ABEGAIL S. MONTERO VSU Director, Legal Affairs and Services Person Administering Oath</div>		

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: May 16, 2025 – July 15, 2025
 - Position: Administrative Assistant I
 - Name of Office/Unit: Local Government Monitoring and Evaluation Division
 - Immediate Supervisor: Dr. Jhonel M. Añaves
 - Name of Agency/Organization and Location: Department of Interior and Local Government Regional Office, Kanhuraw Hill, Tacloban City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Monitored different Projects, Programs, and Activities and facilitated submission to Central Office
 - Assisted in the conduct of Meetings or Trainings by providing secretariat support
 - Drafted Memorandums, Letters, and Resolutions
 - Summary of Actual Duties
 - Responsible for monitoring and evaluation of the implementation of different programs, projects, and activities in the local government unit concerned and performed other tasks assigned by the immediate supervisor.
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- Duration: January 22, 2024 – June 30, 2024
 - Position: Administrative Aide I
 - Name of Office/Unit: Supply Office
 - Immediate Supervisor: Ms. Gaylieza F. Delos Santos
 - Name of Agency/Organization and Location: Visayas State University – Tolosa, Tolosa, Leyte
 - List of Accomplishments and Contributions (if any)
 - Conducted inventory of supplies and equipment
 - Updated report on physical count of plant, property, and equipment
 - Summary of Actual Duties
 - Responsible for facilitating the receipt and distribution of supplies and equipment; aiding in the inventory of properties; organizing and filing reports and related documents.

- Duration: May 8, 2023 – May 12, 2023
- Position: Student Extern under Clinical Legal Education Program
- Name of Office/Unit: Regional Prosecution Office
- Immediate Supervisor: Prosecutor Myra H. Latonio
- Name of Agency/Organization and Location: Department of Justice, National Prosecution Service, Regional Prosecution Office VIII, Tacloban City, Leyte

- List of Accomplishments and Contributions (if any)
 - Drafted Judicial Complaint Affidavit
 - Drafted sample Resolution
- Summary of Actual Duties
 - Drafted sample legal documents and performed other tasks assigned by the immediate supervisor.

- Duration: August 22, 2022 – August 27, 2022
- Position: Student Extern under Clinical Legal Education Program
- Name of Office/Unit: Integrated Bar of the Philippines – Tingog Community Center
- Immediate Supervisor: Attorney Divine Grace A. Tan
- Name of Agency/Organization and Location: Integrated Bar of the Philippines – Leyte Chapter, Tacloban City, Leyte

- List of Accomplishments and Contributions (if any)
 - Drafted Judicial Complaint
 - Drafted Affidavits
 - Attended Court Observations
- Summary of Actual Duties
 - Drafted legal documents and performed other tasks assigned by the immediate supervisor.

- Duration: June 1, 2021 – December 31, 2022
- Position: Administrative Aide I
- Name of Office/Unit: Planning and Infrastructure Management Office
- Immediate Supervisor: Mr. Arnel G. Agrava
- Name of Agency/Organization and Location: Visayas State University – Tolosa, Tolosa, Leyte

- List of Accomplishments and Contributions (if any)

- Submitted proposals for University infrastructure projects;
- Communicated with representatives from foreign partners and facilitated their site visit;
- Assisted in the conduct of Strategic Planning Workshop;
- Compiled and gathered the documentation pertinent to the University's land dispute

- Summary of Actual Duties

- Responsible in consolidating OPCR and IPCR from different colleges and departments; drafting and submitting proposals for infrastructure projects; monitoring and tracking progress in infrastructure projects.

- Duration: September 4, 2017 – July 31, 2019
- Position: Coconut Development Officer
- Name of Office/Unit: Regional Office – Technical Unit
- Immediate Supervisor: Ms. Minerva O. Langco
- Name of Agency/Organization and Location: Philippine Coconut Authority RO-VIII, Palo, Leyte

- List of Accomplishments and Contributions (if any)

- Monitored KEDP Farmers Associations that generate their own income;
- Implemented and monitored KEDP Farmers Associations with intercropping;
- Facilitated the operationalization of cocohubs in Region VIII

- Summary of Actual Duties

- Responsible in planning, implementing, monitoring, and evaluating region – wide coconut industry's development programs, projects, and activities; providing technical assistance and services to farmers; conducting information dissemination campaigns; coordinating with local agencies and other government instrumentalities in the organization of farmers association; monitoring the development of activities related to the coconut industry in Region VIII.

- Duration: September 22, 2015 – September 1, 2017
- Position: Statistician/Assistant Consultant
- Name of Office/Unit: Business and Analytics Department, Prevision
- Immediate Supervisor: Mr. Roger Chua
- Name of Agency/Organization and Location: Systems and Encoding Corporation, Sen. Gil J. Puyat Ave, Makati City
- List of Accomplishments and Contributions (if any)
 - Participated in data cleansing, data sourcing, and analyzing of data using statistical tools;
 - Prepared presentations and client communications;
 - Conducted business development work by client prospecting
 - Managed product for Mobile Direct Payment project
- Summary of Actual Duties
 - Responsible in conducting presentations and client communications for Business Development, supervising quality control for data and statistical output using latest statistical analysis and reporting tools and techniques.



MA BEATRICE M. ABIT

Date: 07/16/2025