

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

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BORNIA		
FIRST NAME	NELITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUYOS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/1/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Manlilisid Javier, Leyte	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 type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.42 m	House/Block/Lot No.	Street
8. WEIGHT (kg)	58.0 kg	Subdivision/Village	Guadalupe
9. BLOOD TYPE	"O"	Baybay	Barangay
10. GSIS ID NO.	B67T1NPC017	City/Municipality	Leyte
11. PAG-IBIG ID NO.	1700-0028-4021	ZIP CODE	Province
12. PHILHEALTH NO.	13-000015276-6	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	House/Block/Lot No.	Street
14. TIN NO.	915-327-356	Subdivision/Village	Guadalupe
15. AGENCY EMPLOYEE NO.	V00660	Baybay	Barangay
		City/Municipality	Leyte
		ZIP CODE	Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09851666697
		21. E-MAIL ADDRESS (if at	nelitabornias01@gmail.com.

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bornias		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ricardo	NAME EXTENSION (JR., SR)	Richienel C. Bornias	3/26/2004
MIDDLE NAME	Bulahan		Renelyn C. Bornias	8/24/2009
OCCUPATION	Laborer			
EMPLOYER/BUSINESS NAME	OVPREI, VSU			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Cuyos			
FIRST NAME	Cresenciano	Sr.		
MIDDLE NAME	Arcelo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Pepito			
FIRST NAME	Norberta			
MIDDLE NAME	Bughao			

(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Manlilisid Elementary School	Primary School	1973	1979	Graduated	1979	Salutatorian
SECONDARY	Abuyog Academy	Junior High School	1979	1983	Graduated	1983	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State College of Agriculture (VISCA)/ VSU	Bachelor of Science in Agriculture major in Horticulture	1985	1992	Graduated	1992	N/A
GRADUATE STUDIES	Visayas State University (VSU)	Master of Science in Horticulture	1993	N/A	37	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	01-11-2024	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

(Continue on separate sheet if necessary)

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

INCLUSIVE DATES	DEPARTMENT / AGENCY / OFFICE	SALARY
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[illegible]

(Continue on separate sheet if necessary)

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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		
	Guadalupe Consumers Cooperative (GCC)	2/6/2018	Present	2.0-3.0(3rd Sat.)	Board
	FALCONS VISCA Alumni Fraternity/Sorority	4/10/1992	Present	2.0-3.0/year	Treasurer

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)

(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]

(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Propagate Horticultural Crops through		N/A	VSU-Administrative Personnel Association (VSU-ADPA)
	Tissue Culture & other means, arranged			VSU Alumni Association
	flowers/decorate any occasion			Philippine Association for Tissue Culture and Biotechnology (PAPTCB)
				Society of Agricultural Educators in Region 8 Inc. (SAER 8)

(Continue on separate sheet if necessary)

DATE _____

01-11-2024

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)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

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?

39. Have you acquired the status of an immigrant or permanent resident of another 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?

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Asst. Prof. Gloria E. Bancale	Dept. of Horticulture, VSU	565-0600 local 1031
Asst. Prof. Roden D. Troyo	Dept. of Horticulture, VSU	565-0600 local 1031
Dr. Catherine C. Arradaza	Dept. of Horticulture, VSU	565-0600 local 1031

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: ePhilID ID/License/Passport No.: PCN:3942-6985-2487-9638 Date/Place of Issuance: October 30, 2022	Signature (Sign inside the box) 01-11-2024 Date Accomplished	 MELITA C. BORHIAS  Right Thumbmark
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SUBSCRIBED AND SWORN to before me this 11 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RISA E. GUINOCOR
VSU Chief Legal Officer
Person Administering Oath

WORK EXPERIENCE SHEET

Instruction: 1. Include only the work experience 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 recent first.

- Duration: January 1, 2018 – Present
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Gloria E. Bancala/ Prof. Roden D. Troyo
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte

- Duration: July 1, 2015 – December 31, 2017
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Asst. Prof. Roden D. Troyo
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte

- Duration: February 1, 1999 – June 30, 2015
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Prof. Elizabeth D. Briones
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Attended trainings, conferences, workshop, symposium for research and extension.

Summary of Actual Duties

- Responsible for the implementation, facilitation, preparation, submission and presentation of research outputs.
- Assist in the propagation and selling of ornamental plants and flowers, stage decoration/indoor landscaping.
- Take charge for the collection, remittance and submission of monthly financial reports of the project and maintain efficient filling of records.
- Assist in the maintenance of ornamental Tissue Culture Laboratory and nursery.
- Supervise laborers, and
- Does other project related tasks assigned by the Supervisor.

- Duration: October 1, 1993 – January 31, 1999
- Position: Graduate/Research Assistant
- Name of Office/Unit: Department of Horticulture, Visayas State College of Agriculture – German Technical Cooperation (GTZ)
- Immediate Supervisor: Prof. Elizabeth D. Briones
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Visca, Baybay Leyte.


List of Accomplishments and Contributions (if any)

- Attended trainings, lectures, conferences, workshop, symposium for research and extension.

Summary of Actual Duties

- Take charge for the mass propagation of different flowering ornamentals, and orchids through tissue and embryo culture.
- Assist in the preparation of training materials for demonstration (hands on) of participants on different trainings/seminars on propagation, care and maintenance, and marketing of different ornamentals and flowers.
- Assist in the distribution of planting materials to farmers cooperator.
- Assist in the beautification/cleanliness of Garden show area, selling/marketing of ornamentals during ViSCA Anniversary.

- Assist stage decoration as requested.
- Submit monthly reports of accomplishments.
- Perform other related tasks assigned by the Supervisor.


NELITA C. BORNIAS
(Signature over Printed Name
of Employee/Applicant)

Date: 01-12-2024