

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	PANTOJA		
FIRST NAME	NOEL	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	BORJOS		
3. DATE OF BIRTH (mm/dd/yyyy)	8/22/1962	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	DAVAO CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72 meters	ZIP CODE	6521
8. WEIGHT (kg)	62 kilograms		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0566-9836		
12. PHILHEALTH NO.	13-000103500-3		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116-626-172	20. MOBILE NO.	09268874398
15. AGENCY EMPLOYEE NO.	VJ00278	21. E-MAIL ADDRESS (if any)	N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	COLMINAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MERLITA	NAME EXTENSION (JR., SR.)	REXON C. PANTOJA	2/24/1988
MIDDLE NAME	ALCALA			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PANTOJA			
FIRST NAME	JUANITO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	POTRIAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	BORJOS			
FIRST NAME	REMEDIOS			
MIDDLE NAME	DELA CERNA			

(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	GENEROSO ELEMENTARY SCHOOL	ELEMENTARY	5/24/1905	5/31/1905	graduated	1978	N/A
SECONDARY	N/A						
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						
GRADUATE STUDIES							
GRADUATE STUDIES							


(Continue on separate sheet if necessary)

SIGNATURE:	DATE
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[illegible]

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

[illegible]

SIGNATURE		DATE	10/12/14
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[illegible]

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

[illegible][illegible]

VIII. OTHER INFORMATION

[illegible][illegible]

SIGNATURE		DATE	11/11/11
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10/12/22

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

If YES, give details:

☐ 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

If YES, give details:

☐ 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

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
RODEN D. TROYO	Department of Horticulture, VSU	9338119143
GLORIA E. BANCALE	Department of Horticulture, VSU	9338119143
CATHERINE C. ARRADAZA	Department of Horticulture, VSU	9176330054

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.

NOEL B. PANTOJA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PHILHEALTH

ID/License/Passport No.: 13-000103500-3

Date/Place of Issuance: BAYBAY CITY

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 OCT, 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. WEN C. GUMOCOR
VSU Chief Legal Officer

Person Administering Oath

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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: October 1, 2021 – Present
- Position: Laborer
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Roden D. Truyo
- Name of Agency and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

Responsible for the maintenance of the ornamental project such as propagation, bagging, repotting, weed and pest management, water management, gathering or raw material for soil media preparation, harvesting of cult flowers and foliage for disposal and decoration. Assist in landscaping during garden shows, indoor landscaping or hall decoration during university wide activities.

- Duration: January 1, 2014 – September 30, 2021
- Position: Laborer
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Gloria E. Bancale
- Name of Agency and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

Responsible for the establishment and maintenance of the research project such as land preparation, experimental lay-out and planting, weed and pest management, irrigation, fertilizer application, harvesting, assist in the data gathering and perform other assigned activities by the project leader.

- Duration: January 1, 1998 – December 31, 2013
- Position: Laborer
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Elizabeth D. Briones
- Name of Agency and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

Perform assigned cultural management activities for the department's production project such as vegetables, ornamentals, fruits and plantation crop project. Responsible in preparing soil mix and propagation of ornamental plants. Field preparation and gather trellising materials for vegetable crops as well as under brushing mature fruit tree, coffee and cacao. Assist assigned university-wide activities like venue landscaping

during garden shows and indoor decoration during graduation, annual convocation and other activities as assigned by the project in-charge .

- Duration: January 1, 1991 – December 31, 1997
- Position: Laborer
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Richard T. Agbisit
- Name of Agency and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

Responsible for the establishment and maintenance of the vegetable research and production project such as land preparation, experimental layout and planting, weeds and insect pest management, irrigation, fertilizer application, harvesting and assist in the data gathering and perform other assigned activities by the project leader.

- Duration: January 1, 1984 – December 31, 1990
- Position: Laborer
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Elizabeth D. Briones
- Name of Agency and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

Responsible for the establishment and maintenance of the vegetable seed production project of the department. In-charge in land preparation, field establishment, weeds and insect pest management, irrigation and fertilizer application, harvesting and seed extraction, postharvest processing and storing.

- Duration: October 1, 1982 – December 31, 1983
- Position: Laborer
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Rodolfo G. Escalada
- Name of Agency and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

Responsible for the establishment and cultural maintenance of the agronomic crop seed production project such as corn, soybean, peanut, sorghum, mongo and rice. In-charge in harvesting and postharvest handling of seeds.

Attachment to CS Form No. 212



(Signature over Printed Name
of Employee/Applicant)

Date: 09-30-2021