

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.

I. PERSONAL INFORMATION

2. SURNAME	SUGANO		
FIRST NAME	SARAH JEAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CABANILLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	11/28/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TICAD, BANTAYAN, CEBU	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	INTERNATIONAL HOUSE, VISCA House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
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:	ZIP CODE	6521
7. HEIGHT (m)	1.46	18. PERMANENT ADDRESS	222 RIZAL House/Block/Lot No. Street Subdivision/Village Barangay BANTAYAN CEBU City/Municipality Province
8. WEIGHT (kg)	53	ZIP CODE	6052
9. BLOOD TYPE	O	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09196436228/09755668948
11. PAG-IBIG ID NO.	N/A	21. E-MAIL ADDRESS (if any)	sarah.sugano@vsu.edu.ph
12. PHILHEALTH NO.	13-025155189-9		
13. SSS NO.	N/A		
14. TIN NO.	482-144-449-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)N/A	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	SUGANO		12/06/1958
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)N/A	
MIDDLE NAME	PAIT		
25. MOTHER'S MAIDEN NAME			
SURNAME	CABANILLAS		04/26/1960
FIRST NAME	MARILYN		
MIDDLE NAME	MARFA	(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	BANTAYAN CENTRAL ELEMENTARY SCHOOL	N/A	1998	2005	N/A	2005	WITH HONORS
SECONDARY	BANTAYAN NATIONAL HIGH SCHOOL	N/A	2005	2009	N/A	2009	WITH HONORS
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 BIOTECHNOLOGY	2009	2013	N/A	2013	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BANOS	MASTER OF SCIENCE IN MOLECULAR BIOLOGY AND BIOTECHNOLOGY	2017	2020	N/A	2020	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	June 16, 2021

[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	June 16, 2021
------------------	---	-------------	---------------

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

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

INCLUSIVE DATES OF					
--------------------	--	--	--	--	--

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
-----	----------------------------	-----	---	-----	--

	(Write in full)	(Write in full)
SPORTS ENTHUSIAST (TABLE TENNIS)	NA	NA
DANCING		
SINGING		

SIGNATURE	DATE	June 16, 2021
-----------	------	---------------

GS

June 16, 2021

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.
JULIE D. TAN	VISCA, BAYBAY CITY, LEYTE	NA
FRANCISCO B. ELEGADO	LOS BANOS, LAGUNA	NA

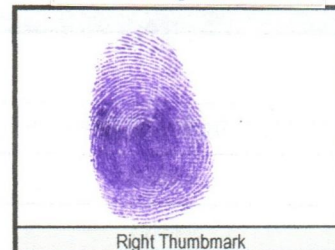
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



SARAH JEAN C. SUGANO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PASSPORT
ID/License/Passport No.: ECC7707674
Date/Place of Issuance: MAY 12, 2016/ TACLOBAN

Signature (Sign inside the box)
06/16/2021
Date Accomplished



SUBSCRIBED AND SWORN to before me this 31 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYAN C. GUINOCOR YSU Chief Legal Officer
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.

- Duration: June 2013- December 2016
- Position: Science Research Assistant
- Name of Office/Unit: Philippine Root Crops and Research and Training Center
- Immediate Supervisor: Julie D. Tan
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Conduct research experiments
- Write scientific reports.
- Conduct trainings for the food processors.
-

PARAH JEAN SC. SUGANOD
(Signature over Printed Name
of Employee/Applicant)

Date: JUNE 28, 2021