

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	LAO		
FIRST NAME	VINCE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GONZALES		
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/1998	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	CEBU CITY, CEBU	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	221 RAMON MAGSAYSAY House/Block/Lot No. Street N/A ZONE 19 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	5'3	ZIP CODE	
8. WEIGHT (kg)	59		
9. BLOOD TYPE	NA	18. PERMANENT ADDRESS	221 RAMON MAGSAYSAY House/Block/Lot No. Street N/A ZONE 19 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
10. GSIS ID NO.	NA	ZIP CODE	
11. PAG-IBIG ID NO.	121228848178		
12. PHILHEALTH NO.	13-025507643-5		
13. SSS NO.	NA	19. TELEPHONE NO.	N/A
14. TIN NO.	726 645 929	20. MOBILE NO.	09561495083
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	vincelao42@gmail.com

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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	LAO			
FIRST NAME	MARVIN	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	MADRAZO			
25. MOTHER'S MAIDEN NAME	MAY GRACE DELA TORRE GONZALES			
SURNAME	LAO			
FIRST NAME	MAY GRACE			
MIDDLE NAME	GONZALES			

(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	BAYBAY CITY GRACE CHRISTIAN SCHOOL	BASIC EDUCATION	2004	2010	graduated	2010	WITH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGHSCHOOL	SECONDARY EDUCATION	2010	2014	graduated	2014	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2014	2018	graduated	2018	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management major in Business Management	2019	2021	graduated	2021	VSU Scholarship Program

(Continue on separate sheet if necessary)			
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#### IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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

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/ Supervisor/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Getting Grounded on Analytics	08/08/2021	08/08/2021	3	Technical	Development Academy of the Philippines
	Best Practices in Writing and Publishing Your Research Paper	4/16/2021	4/16/2021	2	Instruction	Elsevier
	ScienceDirect Articles and Journals: Choosing the Right One for Your Research	1/29/2021	1/29/2021	2	Instruction	Elsevier
	CME ViSERDAC Training Series: Developing Fundable Research Proposals	11/13/2020	11/13/2020	2	Instruction	Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC)
	Webinar on Introduction to Copyright and Fair Use for Educators	8/28/2020	8/28/2020	3	Instruction	Visayas State University
	Virtual Training on Google Classroom as a Learning Management System (LMS)	05/19/2020	05/21/2020	8	Instruction	VSU, UIIC Web Services
	Developing, Pre-testing, Revising and Monitoring of IEC Material Training-Workshop	1/14/2020	1/16/2020	24	Instruction	Department of Food Science and Technology
	OBE Syllabus and Table of Specifications (TOS) Preparation and Review	12/19/2019	12/19/2019	5	Instruction	Department of Business and Management
	Regional Forum on Economic and Financial Literacy	11/12/2019	11/12/2019	5	Technical	National Economic Development Authority RO8
	Stock 101: A Guide to First-Time Investors in the Philippine Stock Market	11/08/2019	11/08/2019	5	Technical	Department of Business and Management
	Short course Training and Workshop on Food Value Chain	10/7/2019	10/11/2019	40	Technical	ASEAN, MAFF, VSU, DFST
	Financial Management Seminar	09/17/2019	09/18/2019	16	Technical	VSU, ISRDS
	Training-Workshop on Parametric and Non-Parametric Analysis for Socio-Economic Research using SPSS	4/4/2019	4/5/2019	16	Technical	Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC)
	Training on How to Handle Sexual Harassment Cases in Campus	12/13/2018	12/14/2018	16	Technical	Visayas State University
	AAACU 22nd Biennial Conference and General Assembly	10/16/2018	10/18/2018	24	Research	AAACU, VSU
	Training-Workshop on Socio-Economic Research Methods using R Studio	09/07/2018	09/07/2018	8	Technical	Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC)
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	09/04/2018	09/04/2018	8	Technical	VSU, ISRDS
	Farm Enterprise Management, Economic and Marketing Support	04/04/2018	04/06/2018	24	Technical	VSU, DENR

## VIII. OTHER INFORMATION

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		8/26/2021	

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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.

Position applied: Instructor ( Part-time)

- Duration: August 1, 2020 – September 30, 2020
- Position: Instructor ( Part-time)
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Dr. Nilda T. Amestoso
  - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Co-authored and developed modules and learning materials for management subjects such as Introduction to Investment Management, Principles of Accounting II and Production/Operations Management.
- Summary of Actual Duties
  - Assists in the preparation and development of modules and learning materials for management subjects such as Introduction to Investment Management, Principles of Accounting II and Production/Operations Management.

Position applied: Instructor ( Substitute)

- Duration: August 1, 2019 – July 31, 2020
- Position: Instructor ( Substitute)
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Dr. Analita A. Salabao
  - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Given quizzes, exams, and activities to students
- Summary of Actual Duties
  - Teaches Management Related Courses (Organization and Management of Small Business, Human Behavior in Organization, Principles of Accounting II, etc).
  - Prepares class sessions and activities for students to grasp the course content
  - Performs other related functions.