

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. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	RIVERA		
FIRST NAME	GERALD	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MANAGBANAG		
3. DATE OF BIRTH (mm/dd/yyyy)	05/07/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Philippines
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	567 Purok 3 House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72	ZIP CODE	6521
8. WEIGHT (kg)	65.00	18. PERMANENT ADDRESS	567 3 House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6521
10. GSIS ID NO.	02004351550	19. TELEPHONE NO.	(053) 563-0541
11. PAG-IBIG ID NO.	121100689749	20. MOBILE NO.	909-499-6252
12. PHILHEALTH NO.	130001123700	21. E-MAIL ADDRESS (if any)	geraldrivera@vsu.edu.ph
13. SSS NO.	0672714297		
14. TIN NO.	949064842		
15. AGENCY EMPLOYEE NO.	V00790		

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	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	RIVERA			
FIRST NAME	JUANITO	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	RAMOS			
25. MOTHER'S MAIDEN NAME	NELLY SABIJON MANAGBANAG			
SURNAME	RIVERA			
FIRST NAME	NELLY			
MIDDLE NAME	MANAGBANAG			

(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	Pangasungan Elementary School	Elementary	1994	2000		2000	N/A
SECONDARY	Baybay National High School	High School	2000	2004		2004	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Animal Science	2008	2012		2012	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Animal Science	2013	2016		2016	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/27/2022
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Attachment A

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			
GRADUATE STUDIES	University of the Philippines - Los Banos	Doctor of Philosophy in Animal Science	2018	Present	72	N/A	POST-SET
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	09/27/2022		

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

09/27/2022

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		
	Kabalikat Civicom Inc. Baybay City, Leyte	06/18/2018	PRESENT	255	Secretary General
	Kabalikat Civicom Inc. Baybay City, Leyte	06/15/2016	06/17/2018	255	Auditor

(Continue on separate sheet if necessary)

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

(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)

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/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	National Trainer's Course on Meat Processing using Natural Non-Meat Ingredients	09/29/2020	09/30/2020	16	Technical	International Training Center on Pig Husbandry (ITCPH)
	National Trainer's Course on Swine Artificial Insemination	09/23/2020	09/25/2020	24	Technical	International Training Center on Pig Husbandry (ITCPH)
	Feednovation: 3P's of Alternative Feedstuff	08/28/2020	08/28/2020	8	Technical	International Training Center on Pig Husbandry (ITCPH)
	Ethnoveterinary Medicine: A Viable Alternative for Livestock Therapeutics	08/27/2020	08/27/2020	8	Technical	International Training Center on Pig Husbandry (ITCPH)
	Short Course on Sustainable Pig Farming (LABS-Pigs)	08/18/2020	08/20/2020	24	Technical	International Training Center on Pig Husbandry (ITCPH)
	Basic Course on Pig Husbandry	08/03/2020	08/07/2020	40	Technical	International Training Center on Pig Husbandry (ITCPH)
	National Trainer's Course on Basic Meat Processing	07/15/2020	07/17/2020	24	Technical	International Training Center on Pig Husbandry (ITCPH)
	National Trainer's Course on Animal Waste Management and Utilization	07/06/2020	07/10/2020	40	Technical	International Training Center on Pig Husbandry (ITCPH)
	Training-Workshop on Writing Scientific Paper Peer-Reviewed Publication	10/16/2017	10/18/2017	24	Research	Visayas State University
	Training Course on Occupational Safety and Health in Workplace	09/26/2017	09/30/2017	40	Technical	Agricultural Training Institute (ATI) - RTC 8
	Rice Machinery Operation with NCII	07/24/2017	07/28/2017	40	Technical	Agricultural Training Institute (ATI) - RTC 8
	Enhancing the capabilities of AEWs in Agricultural Crop Production	07/27/2015	07/31/2015	40	Technical	Agricultural Training Institute (ATI) - RTC 8

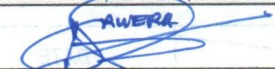
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Ability to work in harmony with co-workers. Excellent typing skills, computer literate.		N/A		International Association of Mentors and Science Educators, Inc.
	Animal Production				Professional Organization of Researchers and Educators of the Philippines, Inc.
	Crop Production and Management				Philippine Association of Teachers & Educational Leaders
	Driving motorize vehicles				Philippine Institute of 21st Century Educators Inc.
					Philippine Association for Teachers and Educators, Inc.
					Visayas State University Faculty Association

PLEASE SEE ATTACHMENT B

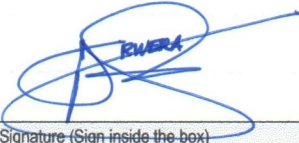

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/27/2022
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Attachment B.1

VIII. OTHER INFORMATION

[illegible]

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: Finished contract</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>BAYRON S. BAREDO</td><td>Visayas State University</td><td>09515112133</td></tr><tr><td>BEATRIZ S. BELONIAS</td><td>Visayas State University</td><td>09173113309</td></tr><tr><td>SHALOM GRACE C. SUGANO</td><td>Visayas State University</td><td>09753403552</td></tr></table>		NAME	ADDRESS	TEL. NO.	BAYRON S. BAREDO	Visayas State University	09515112133	BEATRIZ S. BELONIAS	Visayas State University	09173113309	SHALOM GRACE C. SUGANO	Visayas State University	09753403552
NAME	ADDRESS	TEL. NO.											
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BEATRIZ S. BELONIAS	Visayas State University	09173113309											
SHALOM GRACE C. SUGANO	Visayas State University	09753403552											
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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: DL</div> <div>ID/License/Passport No.: H0308000215</div> <div>Date/Place of Issuance: 05/07/2019 / Baybay City</div>	<div><div></div><div>Signature (Sign inside the box)</div><div>09/27/2022</div><div>Date Accomplished</div></div> <div><div></div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this 03 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</div> <div>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: December 1, 2018 – Present
- Position: Instructor 1 (Permanent)
- Name of Office/Unit: Visayas State University Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction
- Summary of Actual Duties
 - Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the immediate supervisor, actively participating in the school activities, ensuring the safety of the students, and performs other related functions.

- Duration: November 1, 2015 – November 30, 2018
- Position: Instructor 1 (Temporary)
- Name of Office/Unit: Visayas State University Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction
- Summary of Actual Duties
 - Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the

immediate supervisor, actively participating in the school activities, ensuring the safety of the students, and performs other related functions.

- Duration: June 23, 2013 – October 31, 2013
- Position: Instructor 1 (Contractual)
- Name of Office/Unit: Visayas State University Laboratory High School
- Immediate Supervisor: Rolando A. Arpilleda
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed and organized updated Laboratory Manual/Instructional Materials
 - Planned and organized lessons in different subjects
 - Revised course outline and syllabus
 - Advised and coordinated class strand
 - Formulated and applied stimulating activities as part of instruction

- Summary of Actual Duties

Provides quality instruction to students and performs other teaching-related functions like preparing teaching materials/guides; conducting the examination; checking test papers, submitting grade sheets, and performing other functions assigned by the


GERALD M. RIVERA
(Signature over Printed Name
of Employee/Applicant)

Date: September 15, 2022